USER MANUAL

User Manual for School Users of the Student and Exchange Visitor Information System

January 31, 2003

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EXHIBITS

1.   INTRODUCTION

This manual was written as a resource for School users, that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs), of the Student and Exchange Visitor Information System (SEVIS).

1.1   Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States (U.S.). SEVIS is an Internet-based application for electronically tracking and reporting on foreign students and EVs in the U.S. SEVIS enables schools and program sponsors to transmit electronic information to the Immigration and Naturalization Service (INS) and Department of State (DOS) throughout a student's or EV's program in the U.S.

SEVIS will enable schools to submit school certification applications, update certification information, submit updates to the INS that require adjudication, and create and update F-1 (academic) and M-1 (vocational) student and dependent records. INS Officers will have the capability to adjudicate updates made to school and student records using SEVIS, and PDSOs will be notified through SEVIS of the adjudication results.

This manual contains instructions for accessing SEVIS with a permanent user ID and password that will enable users to submit changes to the school's electronic Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students, in SEVIS. Users will also be able to process Forms I-20 (Certificate of Eligibility for Nonimmigrant Student Status), view alerts on students, and view and print a variety of reports.

The mandatory compliance date for using SEVIS was January 30, 2003. All Forms I-20 issued by the school for initial attendance by a new student must be created in and issued from SEVIS. The school must also use SEVIS for the issuance of any Form I-20 that is updated and re-issued to a currently enrolled student. All currently enrolled students must be entered into SEVIS by August 1, 2003.

Finally, once a student is registered in SEVIS, the school must update the student's record and report on the events required by SEVIS. The INS published a final rule in the **Federal Register**, 67 FR 76256 (December 11, 2002) to implement the new SEVIS requirements and establish a process for electronic reporting by DSOs. This rule outlines the student events reporting and information collection required by schools using SEVIS. Additionally, each school official associated with a school enrolled in SEVIS is sent information regarding the specific reporting requirements with his or her permanent SEVIS user ID.

1.2   Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal

and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/disclosure of this information

Exhibit 1: Criminal Penalties

Criminal Penalties
(1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.
(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than $5,000.
(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

1.3   Glossary

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

2. DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Included are directions for updating your school's Form I-17 and creating, issuing, and modifying Forms I-20 for students and dependents.

2.1   Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS F/M Eligibility Launch Page (Main Menu), is an example of a screen that displays when you log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of schools. The screen components are labeled with the terms used in this manual.

Note: If you have access to more than one school/campus, all schools will be listed on the main menu.

Exhibit 2: SEVIS F/M Eligibility Launch Page (Main Menu)
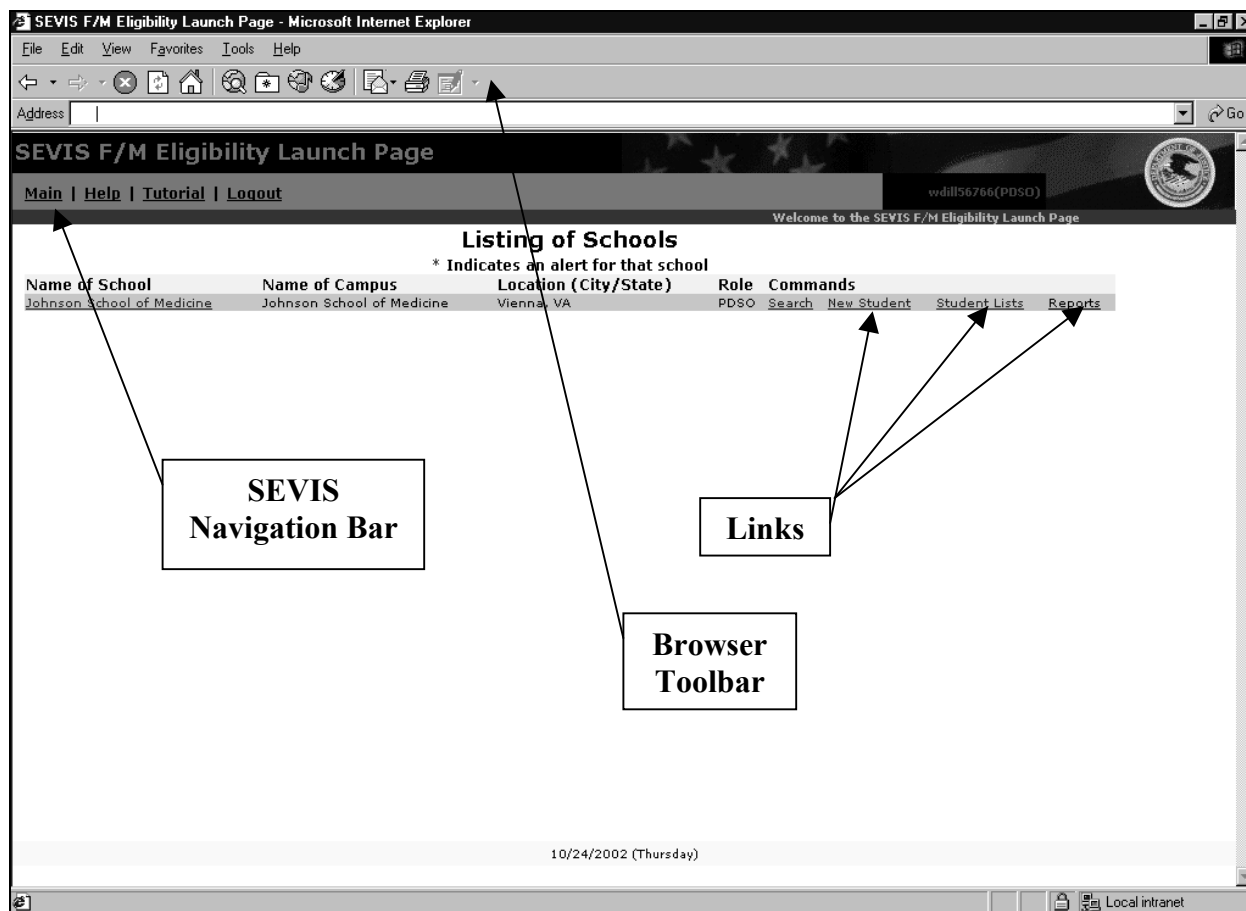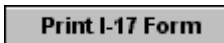
2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS.
  Note: Do not use the **Back** button on the browser toolbar to navigate through the system.

- **SEVIS Navigation Bar:** The navigation bar lists the following main functions:

  — **Main**—used to access the main menu or, if you perform as a school user and a program user, the screen where you select either the Listing of Schools or Listing of Programs
  — **Help**—used to access online help for SEVIS
  — **Tutorial**—used to view a brief demonstration of how to use SEVIS
  — **Logout**—used to exit the system

- **Links**: Click on underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar:** This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.

- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.

- **Buttons:** These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:

    - **Command Buttons**—Click to execute a command. For example, clicking this button
      Print I-17 Form enables you to print a copy of the Form I-17.

    - **Radio Buttons** ⊙ —Click to make a selection. Only one radio button may be selected at a time.

- **Other Input methods:**

    - **Check Boxes** ☑ —Click to make one or more selections.

    - **Drop-down lists** ▾ —Click the down arrow to display a list and then make a selection.

2.1.3   Online Help Functions

Help is always available by clicking **<u>Help</u>** on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing SEVIS Help. The left panel (part of the window) contains a list of help topics and the right panel contains the text associated with the help topic selected. To use the online help, perform the following:

1. In the left panel, click a book to display a list of topics.

2. Click a topic name to view the help text for that topic in the right panel.

To search on a word or phrase, perform the following:

1. Click the Search tab.

2. Type search criteria in the field provided and press the Enter key on the keyboard. The results of the search will be displayed as a list of topics containing the word or phrase that you entered.

3. Click a topic name to view the help text for that topic in the right panel.

To hide the left panel, click the **Hide** button in the top right-hand corner of the right panel. Click **Show** to restore the left panel. To display the preceding or succeeding topic in the current book, click the left-arrow or right-arrow buttons respectively.

Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To make a pop-up disappear, click anywhere else in the panel or, if using the Netscape browser, click anywhere inside the pop-up. To return from a jump, click the **Back** button on the browser toolbar.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser toolbar to return to Help, or click any help topic.

To print a topic, first click in the right panel (anywhere will do). Then click the **Print** button below the menu bar, or select **Print** from the File menu.

Close SEVIS Help by clicking the **Close** button ⊠ in the upper-right corner of the Help screen.

View a SEVIS demonstration by clicking **Tutorial** on the SEVIS navigation bar. Follow the instructions on the screens of the demonstration.

2.2   Accessing SEVIS

SEVIS requires the use of Microsoft® Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat® Reader 5.0 or higher. You must have a user ID and password to access SEVIS. When approved to use SEVIS, you received an e-mail message containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID. It can only be used to create a password for your user ID. To use the link and create your password, perform the following:

1. Click on the link contained in the e-mail message. The system will display the Set Password screen as shown in Exhibit 3, SEVIS – Set Password Screen.

Exhibit 3: SEVIS – Set Password Screen

2. Enter your user ID in the Username (User Name) field.

3. Enter your password in the Password field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.

4. Enter your password again in the Confirm Password field.

5. Click the **Set Password** button. The system will display a message indicating that you have successfully created a password.

6. Click the **OK** button and the system will display the SEVIS Log in Page.

Note: After creating your password, use the SEVIS web site (https://egov.ins.usdoj.gov/sevis/) to access SEVIS and perform all of your SEVIS-related tasks.

2.2.1   Guidelines for Passwords

The first time you access SEVIS, you will be prompted to create a password. The guidelines for SEVIS passwords are as follows:

- SEVIS passwords are 8 to 16 characters in length.

- Your password must contain uppercase and lowercase alphabetic characters, and at least one numeric character.

- Passwords are case sensitive. When you create a password using a mix of upper- and lower-case letters, it must always be entered that way (for example, the password "Abcdefg8" must always be entered with a capital "A" followed by lowercase letters and the numeral 8).

- SEVIS passwords have a maximum life span of 90 days, at which time you will be prompted to change your password.

- If at any time, you feel that your password has been compromised and you are unable to change it, contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

- SEVIS user IDs and passwords are suspended after three unsuccessful log-in attempts. Contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.

2.2.2   Change Password Every 90 Days

You must change your password every 90 days. After 90 days, when you log into SEVIS, the system will automatically prompt you to change your password. To change your password, you will need to perform the following:

1. Click **OK** on the message that prompts you to change your password.

2. Enter your current password in the Old Password field.

3. Enter your new password in the New Password field.

   Note: You cannot reuse any of your previous six passwords.

4. Enter your new password again in the Confirm New Password field.

5. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

2.2.3   Change Password Voluntarily

You may change your password as often as once a week, using the **Change Password** link on the SEVIS Log in Page. To change your password, perform the following:

1. Click the **Change Password** link on the SEVIS Log in Page. The system displays the Change Password screen.

2. Enter your SEVIS user ID in the User Name field.

3. Enter your current password in the Old Password field.

4. Enter your new password in the New Password field.

    Note: You cannot reuse any of your previous six passwords.

5. Enter your new password again in the Confirm New Password field.

6. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

Note: If at any time, you feel that your password has been compromised and you are unable to change it, contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

2.2.4   Log into SEVIS

When you access SEVIS via the Internet (https://egov.ins.usdoj.gov/sevis/) a security alert screen displays. Click the **Yes** button to continue to the SEVIS login screen. Exhibit 4, SEVIS Log in Page, is an example of the login screen.

Note: After creating your password, you will use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

Exhibit 4: SEVIS Log in Page

To log into SEVIS, perform the following:

1. Access the SEVIS web site at: https://egov.ins.usdoj.gov/sevis/

2. Enter your user ID in the User Name field.

3. Enter your password in the Password field.

4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice will display as shown in Exhibit 5, SEVIS Compliance Agreement Notice.

Note: The Log in Page has a **Reset** button that clears any data that you entered. The screen also includes a link to create a new account. This link is used to create a temporary user ID and password and complete the Form I-17 (for school certification). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. The instructions for using the **Change Password** link are described in section 2.2.3, Change Password Voluntarily.

Exhibit 5: SEVIS Compliance Agreement Notice

5. The first time that you access SEVIS, the Compliance Agreement Notice displays, read the notice and click the **I Agree** button to advance to the main menu and begin performing SEVIS tasks. Otherwise, the system will display the main menu screen for the school user.

   Exhibit 6, SEVIS Eligibility Launch Page for School and Program Sponsor User, is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to view the list of schools or the list of programs for which you have access. The system will display the Listing of Schools or Listing of Programs screen.

Exhibit 6: SEVIS Eligibility Launch Page for School and Program Sponsor User
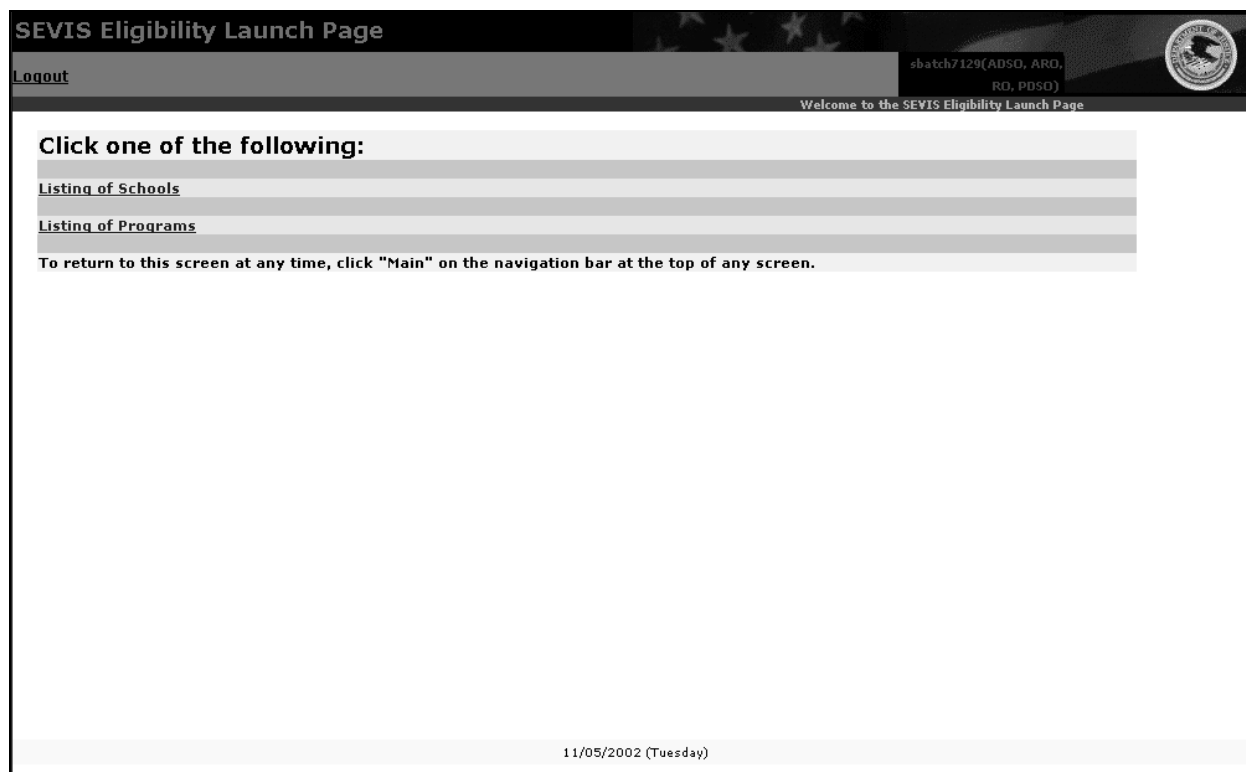
Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

2.3   Log Out of SEVIS

To exit SEVIS at any time, click **Logout** on the navigation bar as shown in Exhibit 7, SEVIS Navigation Bar.

Exhibit 7: SEVIS Navigation Bar

January 31, 2003
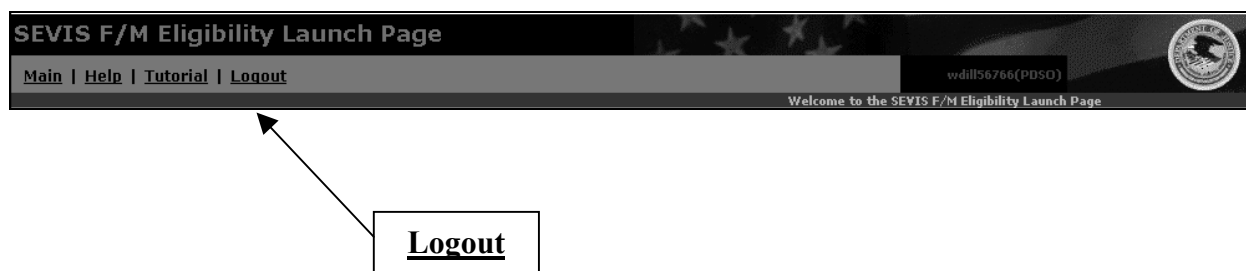
2.4 Changing Your School's Form I-17

After logging into the system, the SEVIS main menu displays. The PDSO and DSO can perform updates to a school's Form I-17 by clicking on the link for a school. Exhibit 8, SEVIS F/M Eligibility Launch Page, is an example of the screen that displays for a PDSO who is a school official for only one school. If you perform duties at multiple campuses, all of the school/campus names will display on this screen.

Exhibit 8: SEVIS F/M Eligibility Launch Page

Note: To return to the main menu (the SEVIS F/M Eligibility Launch Page) when on other screens within SEVIS, click **Main** on the navigation bar. If you perform as both a school official and program sponsor official, you may also click **Listing of Programs** or **Listing of Schools** on the navigation bar

Certain fields on the Form I-17 can be updated without INS approval. If the updated field does not require adjudication, SEVIS will inform you that the update was completed successfully. However, submitted changes for other fields must be reviewed and approved by a District Officer (DO) user in SEVIS. You DO NOT need to send any additional information to the INS unless specifically contacted and requested to do so. Once such changes have been submitted, an INS District Officer will need to review them in the system and will either approve, deny, or request further evidence for the requested changes. If a requested change is denied, the INS will contact you for further information.

Note: In the following sections, a note has been added to the explanations of the fields that require review by the INS when changed.

2.4.1   Updating Certification Page 1

On the main menu, school users will be able to view a list that includes each school or campus for which they act as a designated official. To access the Form I-17 for a school or campus, perform the following:

1. Click on the link for the school whose Form I-17 you wish to view. The system displays the data for the selected school.

2. To update the Form I-17, click the **Edit School** link on the left side of the screen. The system displays the existing data for the school on page 1 of the certification application, as shown in Exhibit 9, SEVIS Certification Page 1.

Exhibit 9: SEVIS Certification Page 1

You may add or delete the current information to reflect changes to the Form I-17. Below is a list of the fields on page 1 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To update page 1, you may make changes to any of the following data:

Field	Description/Explanation
* 1. Approval for Attendance of Students Under	**Academic and language nonimmigrant students** can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. **Vocational students** can be admitted to schools approved under section 101(a)(15)(m). The Form I-17 should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request certification to enroll either or both types of students. **Note**: The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same Form I-17. **Note**: Updates to this field require review and approval by the INS.
* 2. Name of School System	The school or school system's complete, official name, without abbreviations. This is the school system name that will print on the student's Form I-20, followed by the campus name. **Note**: Updates to this field require review and approval by the INS.
* 2a.Name of Main Campus	The name of the school or campus that will be considered the primary campus on the Form I-17. This will also print on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will appear here. If not, the main campus may have the same name as the school system. In this case, the same information should be entered in the Name of School System and Name of Main Campus fields. **Note**: Updates to this field require review and approval by the INS.

Field	Description/Explanation
* 3. Mailing Address of the School	This is the address to which mail for the main campus should be sent. This address may contain a post office box number. The zip code must be a valid 5-digit postal code; the last 4 digits are optional. **Note**: There is a separate field on a following page in which the mailing address(es) of additional campus(es) should be entered. **Note**: Updates to this field require review and approval by the INS.
4. Location of the School (if different from mailing address)	The physical location of the main campus, if different from its mailing address. This address may not contain a post office box number. If the location and the mailing address are the same, do not complete this section. **Note**: Updates to this field require review and approval by the INS.
* 5. School Type	A school may be either public or private. **Note**: Updates to this field require review and approval by the INS.
* **If Private is selected**, you must complete the name and address fields:	
*Private School Owner Name	If the owner is a person, enter his or her name. If the owner is an institution (for example, a company or a non-profit organization such as a church), the name of the institution should appear in this field. **Note**: Updates to this field require review and approval by the INS.
*Address 1	The first line of an address, typically a number and street name, for the school owner.
Address 2	The second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used *only* in mailing addresses.
*City	Enter the unabbreviated name of a city.
*State	Select the appropriate state.
*Zip Code	The zip code must be a valid 5-digit postal code; the last 4 digits are optional.

Select one of the following buttons:

Save Draft	After completing the required fields on page 1, you may click this button to save the data that you have added or changed on this page.
	Note: You **do not** need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
Reset Values	Click this button to erase all new entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have added or changed and advance to page 2 of the Form I-17.
Print I-17 Form	Click this button to print a copy of the Form I-17.

2.4.2   Updating Certification Page 2

The current data for page 2 of your school's Form I-17 is displayed on Certification Page 2, as shown in Exhibit 10, SEVIS Certification Page 2.

Exhibit 10: SEVIS Certification Page 2

You may add or delete the current information to reflect changes to the Form I-17. Below is a list of the fields on page 2 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To update page 2, you may make changes to any of the following data:

Field	Description/Explanation
* 6. This school is engaged in	Check all options that apply. If "Other" is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark. **Note**: Updates to this field require review and approval by the INS.
* 7. This school's sessions are based on	Check all options that apply. If "Other" is selected, you must enter an explanation in the text box. The explanation field should also be used to notify the DO when the school has more than 20 session-begin dates to enter in the next section, date registration begins.
* 8. Date registration begins for EACH session during a calendar year (fill out only those necessary)	For each session currently offered by a school during the calendar year, the month and day on which it begins must be shown. For example, a semester system school would show at least two month-day pairs. If you need to enter more than 20, make a note to that effect in the "Other (Explain)" field of the preceding question (number 7, This school's sessions are based on), and an INS official will contact you for more information, if necessary.
* 9. Date school was established	The date on which the school began operations.
* 10. The school operates under the following federal, state, local, or other authorization	A summary description of the authority, if any, under which the school operates. If none, enter "None" in the text box. **Note**: Updates to this field require review and approval by the INS.
* 11. The school has been approved by the following national, regional, or state accrediting association or agency	The name of the organization, if any, that has accredited the school. If none, enter "None" in the text box. **Note**: Updates to this field require review and approval by the INS.
* 12. Areas of study (check all that apply)	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the box next to the appropriate area of study. To remove the check mark, click in the box again. If "Other" is selected, provide an explanation in the text box. **Note**: Updates to this field require review and approval by the INS.

Select one of the following buttons:

Save Draft	Click this button to save the data that you have added or changed on this page. **Note**: You **do not** need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
Prev (Previous)	Click this button to return to the previous page of the Form I-17. **WARNING**: Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to erase all new entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have added or changed and advance to page 3 of the Form I-17.
Print I-17 Form	Click this button to print a copy of the Form I-17.

2.4.3 Updating Certification Page 3

The current data for page 3 of your school's Form I-17 is displayed on Certification Page 3, as shown in Exhibit 11, SEVIS Certification Page 3.

Exhibit 11: SEVIS Certification Page 3

You may add or delete the current information to reflect changes to the Form I-17. Below is a list of the fields on page 3 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To update page 3, you may make changes to any of the following data:

Field	Description/Explanation
* 13. List the degrees available from this school	Select only the degrees that your school will offer to foreign students. Select all of the options that apply. If "Other" is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select "Other" and enter "high school diploma," or a similar appropriate description. If your school does not issue degrees, enter "None" in the text box. **Note**: Updates to this field require review and approval by the INS.
* 14. Select as appropriate	Although more than one field may be completed, most schools should complete only one of the fields listed for section 14. **Note**: Updates to this section require review and approval by the INS.
If the school is engaged in elementary or secondary education	An elementary/secondary school "does" or "does not" qualify its graduates for acceptance by accredited schools of higher education. The field will be blank for schools engaged in higher education, vocational/technical schools, and English language schools. **Note**: Updates to this field require review and approval by the INS.
If the school is engaged in higher education	A college/university "does" or "does not" confer recognized degrees. Its credits "are" or "are not" transferable to degree-conferring institutions. Both fields in this section must be completed if the school is engaged in higher education. These fields will be blank for elementary/secondary, technical/vocational, and English language schools. **Note**: This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees. **Note**: Updates to this field require review and approval by the INS.

Field	Description/Explanation
If the school is engaged in vocational or technical education	A technical/vocational school "does" or "does not" qualify its graduates for employment in the occupations for which preparation is offered. This field will be blank for elementary/secondary schools, colleges/universities, and English language schools. **Note**: Updates to this field require review and approval by the INS.
The school (is, is not) engaged in English language training	If your school exclusively offers an English language course, such as English language schools, or includes English language training as part of another program, select "is." Otherwise, select "is not" even though the school may provide remedial English instruction for students whose English skills are weak. **Note**: Updates to this field require review and approval by the INS.
* 15. Sessions are held as follows	Every school conducts its classes during the day and/or at night. Select one or both of the check boxes.
* 16. Requirements for admission	You must include a summary of your school's requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, the INS will contact you to obtain the additional information. **Note**: The text entered in this field may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school officials will be able to view the entire text in SEVIS.
* 17. Courses of study and time necessary to complete each	A general listing of a school's courses of study and the time, in weeks, months, or years, needed to complete each. **Note**: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school officials will be able to view the entire text in SEVIS.
* 18. Requirements for	A summary of a school's requirements for graduation.

Field	Description/Explanation
graduation	If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, the INS will contact you to obtain the additional information. **Note**: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school officials will be able to view the entire text in SEVIS.
* 19. Causes for expulsion	The general reasons that would be considered causes for a student to be expelled from the school. **Note**: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school will be able to view the entire text in SEVIS.
* 20. Average annual number of	The average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if the school does not maintain a running average for each category. **Note**: This field should include an estimate of actual classes taught rather than course types or programs offered.
* 21. Approximate annual cost of room, board, tuition, etc. per student	The approximate amount of money an individual student spends at the school, per year, for room, board, tuition, and related fees. **Note**: You must round up to the nearest dollar. The system does not accept the decimal point.

Select from one of the following buttons:

Save Draft	Click this button to save the data that you have added or changed on this page.
	Note: You **do not** need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
Prev (Previous)	Click this button to return to the previous page of the Form I-17.
	WARNING: Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to erase all new entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have added or changed and advance to page 4 of the certification application.
Print I-17 Form	Click this button to print a copy of the Form I-17.

2.4.4   Updating Certification Page 4—School Information Page

The current list of officials for this school or campus is shown on page 4 of the Form I-17. Exhibit 12, SEVIS Certification Page 4, is an example of this screen. Only a PDSO may add, update, or delete school officials.

Exhibit 12: SEVIS Certification Page 4

Using page 4 of the electronic Form I-17, the PDSO may do the following:

- Add new officials to the Form I-17 for this school or campus. A school official who will be acting at more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on a school's Form to act at an additional campus listed on the same Form, you should add to the official's roles using page 5 of the electronic Form I-17.

- Add existing school officials to the school's Form I-17. You will assign these users additional roles using page 5 of the electronic Form I-17.

- Update an official's record in SEVIS.

- Delete users from SEVIS.

The procedures for completing these tasks are addressed in the following sections.

Note: Prior to the departure of a PDSO from your school, he or she should access SEVIS and assign the PDSO role to an existing DSO. Then, the departing PDSO should delete his or her record from SEVIS (click the **Delete** link next to the user's name on page 4 of the Form). If the PDSO has left the school, attempt to contact the person and request that he or she log into SEVIS and assign the role to an existing DSO, and then delete his or her record (the PDSO's record) before logging out of SEVIS. If you encounter problems attempting to assign a new PDSO to your school, contact the SEVIS Help Desk at 1-800-892-4829.

2.4.4.1 Adding New Officials to Your School's Form I-17

Each school and campus must have one PDSO. A maximum of nine DSOs for each school or campus of a school may also be added.

Note: A school official who will be acting at more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on a Form to act at an additional campus listed on the same form, you should add to the official's roles using page 5 of the electronic Form I-17, rather than adding this individual as an existing official on page 4.

Note: The proposed ASO user role, that was included in the original SEVIS application, was eliminated by the final INS regulations. Therefore, all active approved ASOs were transitioned to DSOs on January 30, 2003. Any ASO that is not a U.S. citizen or LPR will be deactivated from SEVIS as of March 1, 2003.

To add new school officials, perform the following:

1. Click the **Add New Official** link below the list of officials already registered to use SEVIS. The system displays a screen that allows you to add a new official as shown in Exhibit 13, SEVIS Certification Page 4 – Adding Official.

Exhibit 13: SEVIS Certification Page 4 – Adding Official

Below is a list of the fields on the Adding Official screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* Last Name	The surname or family name of the school official.
* First Name	The first name of the school official.
Middle Name	The middle name of the school official.
Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or Lawful Permanent Resident (LPR). **Note**: All PDSOs and DSOs must be either U.S. citizens or LPRs.
If LPR, please enter A-number	You must enter the A-number if the school official is an LPR. Enter **only** the numeric portion of the school official's alien number.
* Title	Enter the title of the school official.
* Address 1	Enter the first line of the address for this school official.
Address 2	The second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	The zip code must be a valid 5-digit postal code; the last 4 digits are optional.
* Telephone Number	Enter a valid telephone number for this school official.
* Email Address	A valid electronic-mail address. The school official's SEVIS user ID and password instructions will be mailed to this address. For a PDSO, notification of adjudication results for updates to the Form I-17 will also be sent to this e-mail address. **Note**: E-mail addresses are **not** valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).

Note: All school officials must be assigned to perform a role for at least one campus. You will assign SEVIS roles of PDSO and DSO for each campus on page 5 of the Form.

Select one of the following buttons:

Add Official	Click this button to save the data that you have entered for this school official. The system will display page 4 of the certification application and the information for the official that was added will be included in the list of officials. To add other school officials, click the **Add New Official** link again and repeat the process described above.
Cancel	Click this button to return to page 4 of the Form I-17 without saving the data for this official.

When finished adding new school officials, click one of the following buttons on page 4:

Prev (Previous)	The data has been saved. Click this button to return to the previous page of the Form I-17.
Next	The data has been saved. Click this button to advance to page 5 of the Form I-17. **Note**: Be sure to add existing officials to the Form I-17 before advancing to page 5. See Section 2.4.4.2, Adding Existing Officials to Your School's Form I-17, for instructions on adding existing officials.
Print I-17 Form	Click this button to print a copy of the Form I-17.

2.4.4.2 Adding Existing Officials to Your School's Form I-17

An existing official is an active SEVIS user, someone who already has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on the school's Form I-17 to perform as a DSO or PDSO for a school or campus.

Note: A school official who will be acting at more than one campus listed on the same Form I-17 is added only **once**. To allow an official already listed on a Form I-17 to act at an additional campus listed on the same form, you should add to the official's roles on page 5 of the electronic Form I-17, rather than adding this individual as an existing official on page 4.

To add an existing official, perform the following:

1. Click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The system displays the Adding Existing Official screen, as shown in Exhibit 14, SEVIS Certification Page 4 – Adding Existing Official.

Exhibit 14: Certification Page 4 – Adding Existing Official Screen

2. In the Account Username (User Name) field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.

3. Click the **Search Official** button. The system displays the Certification – Add Existing Official screen, which contains the name, title, telephone number, email address, and role for this official.

4. Click the **Add Official** button. The system displays page 4 of the certification application and the official's name appears on the list of school officials.

Note: All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the Form I-17. You may assign SEVIS roles of PDSO or DSO for each campus on page 5.

When finished adding existing officials, click one of the following buttons on page 4:

Prev (Previous)	The data has been saved. Click this button to return to the previous page of the Form I-17.
Next	The data has been saved. Click this button to advance to page 5 of the Form I-17.
Print I-17 Form	Click this button to print a copy of the Form I-17.

2.4.4.3 Update an Existing Official's SEVIS Record

To change or update the record of an existing school official, perform the following:

1. Click the **Update** link to the right of the name of the person whose record you would like to update. The system displays the Update Official screen as shown in Exhibit 15, SEVIS Certification Page 4 – Update Official.

Exhibit 15: SEVIS Certification Page 4 – Update Official

2. Make the necessary changes to the user's record.

3. Click the **Update** button to save the changes. The system displays page 4 of the Form I-17.

When finished updating records for school officials, click one of the following buttons on page 4:

Prev (Previous)	The data has been saved. Click this button to return to the previous page of the Form I-17.
Next	The data has been saved. Click this button to advance to page 5 of the Form I-17.
Print I-17 Form	Click this button to print a copy of the Form I-17.

2.4.4.4 Delete Existing Officials from SEVIS

Deleting an official will remove the individual's record from the Form I-17 altogether. The official will no longer be able to perform SEVIS tasks. To delete a school official's SEVIS record, perform the following:

1. Click the **Delete** link to the right of the name of the person whose record you would like to delete. The system displays the Delete Official screen as shown in Exhibit 16, SEVIS Certification Page 4 – Delete Official.

Exhibit 16: SEVIS Certification Page 4 – Delete Official

2. If this is the official whose record you wish to delete, click the **Delete Official** button to confirm the deletion of this official. The system displays page 4 of the Form I-17 and the official's name has been deleted from the list of users.

Note: To remove the official from performing as a DSO or PDSO for a specific campus, use the Assign Roles Page, rather than deleting the official. See Section 2.4.9, Assign Campus Officials.

When finished deleting school officials, click one of the following buttons on page 4:

Prev (Previous)	The data has been saved. Click this button to return to the previous page of the Form I-17.

Next	The data has been saved. Click this button to advance to page 5 of the Form I-17.
Print I-17 Form	Click this button to print a copy of the Form I-17.

2.4.5   Updating Certification Page 5

The current list of campuses for this school is shown on page 5 of the school's Form I-17. Exhibit 17, SEVIS Certification Page 5, is an example of this screen. Only a PDSO may add or delete a campus, and assign officials.

Exhibit 17: SEVIS Certification Page 5

Using page 5 of the Form I-17, the PDSO may add or delete new campuses and assign or re-assign school officials to their SEVIS roles. The following sections provide instructions for adding campuses and assigning SEVIS roles.

2.4.6   Add New Campus

SEVIS enables the PDSO to add campuses to the Form I-17 that are located in the same INS district office jurisdiction as the main campus. If your school has campuses that are located in other INS district office jurisdictions (for example, different states), separate Forms I-17 must be completed for the schools and campuses within each district. Multi-campus schools that have

campuses located in a single INS district may either file a single Form I-17 for all campuses or file separate Forms I-17.

Note: When adding another campus, review and update all of the pages of the Form I-17 to reflect any new information specific to the campus being added.

When you add campuses to the Form I-17, the INS must review and approve the changes. To add a campus to the school's Form I-17, perform the following:

1. Click the **Add New Campus** link below the list of registered campuses. Exhibit 18, SEVIS Certification Page 5 – Add Campus, is an example of the screen that displays.

Exhibit 18: SEVIS Certification Page 5 – Add Campus

2. Enter the information regarding the new campus. **Note**: The name and mailing address specified here will be printed on Forms I-20 issued from the campus.

3. Click the **Add Campus** button. The system displays page 5 of the certification application and the name of the campus appears on the list.

   Note: The DO will contact the PDSO for any necessary supporting documentation.

2.4.7   Update a Campus

The PDSO and DSO may update campus information. To update the information for a campus, perform the following:

1. Click the **Update** link to the right of a campus name. The system will display the Campus Update screen.

2. Make the necessary additions and/or changes to the data.

3. Click the **Update Campus** button. The system will save the changes and display page 5 of the certification application.

2.4.8   Delete a Campus

The PDSO may access SEVIS and delete a campus. However, the PDSO must NOT attempt to delete a campus at which SEVIS student records are still in the Active status.

To delete a campus, perform the following:

1. Click the **Delete** link to the right of a campus name. The system displays the Campus Deletion screen.

2. If this is the campus that you wish to delete, click the **Delete Campus** button. The system displays page 5 of the certification application.

2.4.9   Assign Campus Officials

Page 5 has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO and DSO.

Note: The proposed ASO user role, that was included in the original SEVIS application, was eliminated by the final INS regulations. Therefore, all active approved ASOs were transitioned to DSOs on January 30, 2003. Any ASO that is not a U.S. citizen or LPR will be deactivated from SEVIS as of March 1, 2003.

In SEVIS, the PDSO is usually the contact person for the original submission of the Form I-17. The PDSO will also be the responsible party for any updates to the PDSO and DSO information, and registering the school to use the SEVIS batch interface. The PDSOs and DSOs are responsible for creating, submitting and updating SEVIS student records and issuing Forms I-20.

Note: All PDSOs and DSOs must be either U.S. citizens or Lawful Permanent Residents (LPRs) of the U.S.

Exhibit 19, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An "X" in the column indicates that the school official whose title appears at the top of the column may perform the task listed.

Exhibit 19: SEVIS Roles and Responsibilities

SEVIS Task	DSO	PDSO
Add and delete campuses (Form I-17)		**X**
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)		**X**

SEVIS Task	DSO	PDSO
Update, save, and submit changes to the information for schools (Form I-17)	X	X
Print the Form I-17	X	X
Create and save records for students and dependents (Form I-20)	X	X
Update records for students and dependents (Form I-20)	X	X
Submit records for students and dependents (Form I-20)	X	X
Print student and dependent draft Forms I-20	X	X
Print student and dependent Forms I-20	X	X
View all student and dependent records for their schools	X	X
Receive SEVIS alerts	X	X
View and print reports	X	X
Register schools to use the SEVIS batch interface		X

To authorize your school officials to perform as DSOs or PDSOs when using SEVIS, perform the following for each campus listed on the Form I-17:

1. Click on the **Officials** link to the right of the campus name. The system displays the Assigning Campus Officials screen. An example is shown in Exhibit 20, SEVIS Certification Page 5 – Assign Officials.

   Note: This screen lists all of the officials associated with the entire school. You must choose the role that each official will play at each campus.

Exhibit 20: SEVIS Certification Page 5 – Assign Officials

2. Click a radio button (PDSO or DSO) to the right of the official's name. Select the "No Role" button for officials who will not perform SEVIS tasks for this specific campus.

   Note: Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of nine DSOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the Form I-17. If an official is not assigned a role, you cannot submit these changes to the form.

3. Click the **Accept Changes** button and the system will display page 5.

When finished adding campuses and assigning roles to school officials, click one of the following buttons on page 5:

Prev (Previous)	Click this button to return to the previous page of the Form I-17.
Submit	Click this button to forward the changes to the Form I-17 to the INS for review and approval and/or to save data in the SEVIS database. See Section 2.4.10, Submitting Changes to the Form I-17, for additional information regarding submission of updates to the Form.
Cancel	Click this button to delete **all** changes and updated information that has not been submitted.

| **Print I-17 Form** | Click this button to print a copy of the Form I-17. |

2.4.10   Submitting Changes to the Form I-17

To submit changes to the Form I-17, click the **Submit** button on page 5 of the certification application. The system will display a message indicating that the updates to the Form I-17 have been successful. However, if you made changes to certain fields or added campuses, the INS will have to adjudicate those changes. Once the INS adjudicates the updates to the Form I-17, the following outcomes are possible:

- If the updates are approved, the PDSO will receive approval notification via e-mail.

- If additional information is required for processing the updates, the PDSO will receive an e-mail specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.

- If the requested updates are denied, the PDSO will receive notification via e-mail. This e-mail will include basic information regarding the reasons for denial and the DO will contact the PDSO with more specific information regarding the denial, if necessary.

2.5   F/M Eligibility

PDSOs and DSOs are responsible for entering and updating information in SEVIS on their school's F-1 and M-1 students and their dependents in compliance with student reporting requirements in the current regulations of 8 CFR 214.2(f), 214.2(m) and 214.3. A PDSO or DSO may create, submit, and sign new Forms I-20 from SEVIS. Once a student record is created in SEVIS, a PDSO or DSO must update the student's record with current information and must report on all events required by the current and proposed SEVIS regulations.

The following sections provide step-by-step instructions for completing and/or updating the Form I-20.

2.5.1   Create a Student Application (Form I-20)

After logging into SEVIS, a list of schools and campuses for which you have been designated as a user will display. Each campus is a separate entry in the list. Clicking on any school name in the school list displays all of the data for the school and its campuses, along with access to commands appropriate to the user's role. Exhibit 21, SEVIS F/M Eligibility Launch Page, is an example of the screen.

You have the option to create a "New Student" (create a SEVIS record for a student and issue that student a SEVIS generated Form I-20) for any of the schools for which you are assigned a role.

Note: Creating new students includes creating records for the following:

- Initial status students

- Continuing students at your school

- Students transferring in from a non-SEVIS school

Exhibit 21: SEVIS F/M Eligibility Launch Page

2.5.1.1 Complete Page 1 of the Form I-20—Personal Information

To create a student record in SEVIS and issue the Form I-20 for a new (initial), current, or a student transferring from a *non-SEVIS* school, perform the following:

Note: Records for students transferring to your school from another SEVIS school will be created by another process, defined in section 2.5.5.2, Student Information Screen and Student Update Links, (Transfer In) of this document.

1. On the F/M Eligibility Launch Page, click the **New Student** link to the right of the name of the campus where the student is enrolling. The system displays a new student screen as shown in Exhibit 22, New Student for the Johnson School of Medicine.

Exhibit 22: New Student for the Johnson School of Medicine

Below is a list of the fields on this screen and a brief description or explanation for each field.
An asterisk precedes the fields that must be completed. To complete this screen, enter the
following data:

Field	Description/Explanation
* Visa Type	The only valid visa types for SEVIS students are F-1 for academic students and M-1 for vocational. (Dependent spouses and children of F-1 and M-1 students are F-2 and M-2 dependents respectively, and are added to a student's record later in the Form I-20 creation process.)
* 1. Family Name	The surname or last name of the student.
2. First Name	The first name of the student.
3. Middle Name	The middle name of the student.
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	The student's date of birth.

Field	Description/Explanation
* 6. Gender	The student's sex.
* 7. Country of Birth	The name of the country in which the student was born.
* 8. Country of Citizenship	The name of the country in which the student maintains citizenship.
* 9. Issue Reason	The "issue reason" on the SEVIS Form I-20 generally reflects the status of the student to whom the most recent Form I-20 was issued. The "issue reason" will also often, but not always, specify the student benefit for which the I-20 was issued.
	In most cases, it is only when the Form I-20 is created that you can choose an issue reason. Once the Form I-20 is created, the system will automatically change the issue reason in keeping with the student's status and with the updates that are being made by the user.
	The explanations below include details on when each of the issue reasons should be chosen when creating the Form I-20. Each section also includes information on the status of the student when each reason is either manually or automatically filled in by SEVIS.
Initial Attendance	Select this issue reason for any student that will be initially applying for nonimmigrant status and would likely be admitted to the U.S. as an M or F student.
	• The student is not transferring from another school, is not currently a student at your school, and is not, to your knowledge, applying for a change of status in the U.S.
	• The student generally has been accepted for, but has not yet begun a program.
	• These students usually reside overseas and use the Form I-20 for visa issuance and initial entry through the INS Port of Entry.
	• If you know that the student is already in the U.S. under another nonimmigrant status, and is applying for a change of status with this Form I-20, choose the issue reason described in the next section, Initial Attendance—Change of Status Requested.
	A student that has "initial attendance" chosen as their issuance reason will be in "initial status" in the system.

Field	Description/Explanation
	This indicates that the student has been admitted to, but has not yet begun the program or course of study. Once the student registers, his or her status will change and the system will automatically display and print another issuance reason as appropriate. (See the next section, Initial Attendance—Change of Status Requested.
	Note Once Initial Attendance is selected as the issuance reason, the system will continue to indicate this in field 3 of the printed Form I-20 and on the Student Information screen in SEVIS until the student changes status, either by having his or her record registered, cancelled, or terminated.
Initial Attendance – Change of Status Requested	Select this issuance reason if the student is currently in the U.S. and has a nonimmigrant visa that is neither an F nor M visa type, or does not have the student visa type that he or she needs for a new program. Further, the student is requesting a change to F or M status from the INS Service Center, rather than going back to Consular Affairs for a new visa.
	• At this time, SEVIS does not allow you to enter the "change from" visa class directly when choosing this as an issue reason. However, if you wish to add detail concerning the change of status, you may do so in field 14, Remarks, on the Registration screen.
	• Indicating a change of status request is useful for purposes of the student's change of status application with the INS Service Center, but is not necessary if you do not know that the student is changing status to attend their school.
	Choosing this issue reason will create a student record in Initial status, in a manner identical to choosing Initial Attendance as an issuance reason. It will *not* automatically put the student on any of the "change of status pending" related lists and alerts in the system. The student's record will appear on the "change of status pending" lists and alerts only after SEVIS receives notification from the INS Service Center that the change of status application has been filed.
	• As long as the change of status application is pending with the Service Center, the student's name will appear on the associated lists even if the student

Field	Description/Explanation
	is registered and thus changes from Initial to Active status.
	• Indicating this issue reason will *not* bar the student from being "registered" in the system.
	• Nonimmigrants, other than those in a B-1 or B-2 status, may register while their change of status application is still pending. The pending change of status will remain as a note on the student's record in the system, the student's record will still appear on the list, and you may add comments pertaining to the pending change of status if you wish.
	• For B students changing to an F or M status, the change of status application must have been approved prior to the student starting the program. The change of status will be denied if the INS officer is able to determine that a B status applicant for F or M status has registered and begun the academic or vocational program.
	Note: An issue reason of Initial Attendance – Change of Status will never be automatically filled in by the system. If a school officer chooses this as the issue reason, it will continue to appear on the Form I-20 and the Student Information screen until the student changes status to either Active (via registration), terminated, or cancelled. The issue reason in this case will remain the same regardless of the change of status information from the CLAIMS.
Continued Attendance	Select this issuance reason when first creating a SEVIS record for students who are enrolled at the school, but have not had **any other** SEVIS record created for them. The current session end date and the next session start date **must** be completed/updated, as well as the student's current U.S. address. (A student for whom you would create a "continued attendance" record should already have current session dates and a U.S. address.)
	Note: Please see Attachment A (Instructions for SEVIS Interim Procedures: Creating Records for Students that Have Applied and/or Been Approved for OPT Prior to SEVIS), for instructions on creating records for students with currently authorized or currently pending OPT requests.

Field	Description/Explanation
	Note: Creating new SEVIS records with an issue reason of Continued Attendance is part of the SEVIS interim procedures. This issue reason will no longer be an option when creating a record once all students have been entered into SEVIS. (August 1st, 2003 is the deadline for the entry of continuing students.) • When a record is created for a continuing student, they should go directly into Active status. This is why it is crucial that the current session dates and the U.S. address be entered. (If the continuing student is out of status and needs to have a SEVIS record created to request reinstatement, see the "Reinstatement Requested" issue reason in the next section). • You do not have to make a separate registration update to get this student into Active status. The student is considered "registered" based on the session dates entered at the point of record creation. **Note**: In most cases where a student is in Active status, "continuing student" will appear on the Student Information screen and be printed on the Form I-20 as the issuance reason. If a Form I-20 is initially created with an issuance reason of "initial attendance," once the student is registered in the system, and changes from Initial to Active status, the issuance reason that will display and print will automatically change to "continued attendance."
School Transfer	Select this issuance reason only when the student is **in status** and has transferred from a ***non-SEVIS*** school. The name of the school from which the student is transferring must be entered in the text box. **Note:** Creating new SEVIS records with an issue reason of "school transfer" is part of the SEVIS interim procedures. This issue reason will no longer be an option when creating a record once all schools have been approved to use SEVIS and all student records are in the system. • Any time that an F student has "transfer" indicated as the issue reason on the printed Form I-20, this indicates that the student is between programs. Therefore, the student will be in Initial status,

Field	Description/Explanation
	indicating that he or she is initially entering the program at the transfer-in school. Once the F student is registered at the transfer-in school, his or her record will change to Active status and the issuance reason will change to "continuing student."
	• For an M student, when the transfer Form I-20 is created by the transfer-in school, it will indicate "transfer" as the issuance reason. Also, like the F student, the Form I-20 issue reason will change to "continuing student" once the student is registered and is in Active status at the transfer-in school. Unlike the F student, however, the M Student Information screen in SEVIS will continue to indicate a pending transfer request until the INS Service Center adjudicates the request.
	Note: When a student transfers from a SEVIS school, you will update his or her SEVIS existing record, which will be available on a list of "Transfer-in" students, rather than creating a new record. **Do not** create a new record for a student transferring from a SEVIS school.
	• The system will automatically show "transfer" as the issue reason for this updated record, and will change the reason from "transfer" to "continued attendance" as indicated above for the F and M student respectively.
Reinstatement Requested	Select this issue reason when first creating a record for a student who is currently out of status, is either currently attending the school or transferring from a ***non-SEVIS*** school, and wants to request reinstatement.
	This issue reason is selected only if you are creating a new SEVIS record for the student. If a student already has a SEVIS record, and is out of status, reinstatement requests should be made as an update to that out of status record. **You should NOT use this issue reason to create a new record for an out of status student that already has a record in SEVIS.**
	• When "reinstatement" is indicated as the I-20 issuance reason, either by manual entry at the time of record creation or automatically filled in by the system, the student will be in either Terminated or Completed status, and will have a "pending

Field	Description/Explanation
	reinstatement" option associated with his or her record.
	• Once the reinstatement request is adjudicated, the student's record will be automatically updated and the system will change the Form I-20 issuance reason based on the adjudication result.
	Note: The system will automatically indicate "reinstatement request" as the issuance reason any time that a reinstatement is requested for an out-of-status student in the system. This issue reason will remain until the reinstatement request is adjudicated by a DO or cancelled by a school official.
Other	Select this option and enter an explanation only when none of the issue reasons above apply to the student. The issuance reason of "Other" has been added to accommodate unforeseen circumstances, but is generally not an issuance reason that should be chosen, because the other reasons should accommodate all situations.
	Note: Please see Attachment A (Instructions for SEVIS Interim Procedures: Creating Records for Students that Have Applied and/or Been Approved for OPT Prior to SEVIS), for creating a SEVIS record for students with currently authorized or currently pending OPT requests.
	• Choosing "Other" places the student record in Initial status in the same manner as choosing "Initial Attendance" as an issue reason. (See Section 2.5.4.2, Student Lists, for an explanation of "initial status.")
	Note: When choosing "Other" as an issuance reason, the student will NOT automatically be registered. A student record created with this issuance reason will be in Initial status regardless of whether or not session dates are entered. The student will have to be registered as a separate action taken on the student record.

Select one of the following buttons:

Save Draft	After completing the required fields on page 1, you may click this button to save the data that you have entered on this page.
	Note: You **do not** need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the

	Next button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
Reset Values	Click this button to erase all new entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered, changed, or added, and advance to the next page of the Form I-20.

2.5.1.2 Complete Page 2 of the Form I-20—Program Information

Page 2 of the Form I-20 is used to collect program information for the student. Exhibit 23, Page 2—Information for Elizabeth Jones, is an example of page 2.

Exhibit 23: Page 2—Information for Elizabeth Jones

Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
10. Admission Number	The INS-assigned number given to the student when he or she entered the U.S. and was admitted upon review by an INS inspections officer. The admission number can be located on the student's I-94 entry document. **Note**: Only students who have already been admitted to the U.S. will have an admission number. Completion of this field is optional.
11. Driver's License Number	For students already in the U.S., the student's driver's license number, assigned by the state that issued the license. Completion of this field is optional.
12. Driver's License Issue State	The state that issued the driver's license to the student, if applicable. The formats of driver's license numbers will vary from state to state. Completion of this field is optional.
13. Social Security Number	A student's Social Security number. Completion of this field is optional.
14. Individual Taxpayer ID Number	The taxpayer ID can be entered for students who are employed or that have such an ID. Completion of this field is optional.
* 15. Foreign Address	The student's foreign address. All nonimmigrant students should have a foreign address, even if they are currently in the U.S.
16. U.S. Address	The student's U.S. address. **Note**: If the student is a commuter student whose country of citizenship is Mexico or Canada, click in the Commuter Student box. The U.S address is not required for these students. However, if the student has a U.S. address, it should be entered. **Note**: Completion of the U.S. address is required for continuing students.
* 17. Education Level	The level of education pursued by the student. **Note**: Once the Form I-20 has been submitted, this field may not be updated for M students.
* 18. Primary Major	The student's primary field of study, or the option on the list provided that most closely matches the field of

Field	Description/Explanation
	study. SEVIS uses a two-step process to give you access to all of the possible fields of study: 1. Click the **Select** button in the Primary Major, Secondary Major, or Minor row of the data-entry form (fields 18, 19, and 20) to display the Course Selection screen. On that screen, open the Category selection list by clicking the down-arrow at the right end of the selection box. Make a selection. 2. Click the **Search** button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click on its code at the left end of the row. The system automatically returns to page 2 of the Form I-20 and your final selection will be displayed. If you make an error at any point, repeat steps 1 and 2.
19. Secondary Major	Some students have a secondary major, usually in a related field. This is the field to use to enter the student's second major. To complete this field, follow the instructions given for field 18, Primary Major.
20. Minor	This field is used to enter the student's minor field of study, if applicable. To complete this field, follow the instructions given for field 18, Primary Major.
* 21. Normal Length of Study	The period of time, expressed in months, that a person would normally take to complete the program in which the student is enrolling.
* 22. Program Start Date	The date on which the student is expected to arrive to begin his or her program. **Note**: For continuing students, please enter the original program start date. For transfer students, enter the start date of the student's program at your institution. **Note**: Once the Form I-20 has been submitted to SEVIS, this field **cannot** be updated at any time, unless a PDSO or DSO defers the attendance of an initial status student that has not yet entered the U.S. See Section 2.5.5.2, Student Information Screen and Student Update Links (Defer Attendance), for instructions on updating this field once the Form I-20 has been submitted.

Field	Description/Explanation
* 23. Program End Date	The date of completion of the actual academic or vocational program. (SEVIS will calculate the post-completion grace periods and any post-completion OPT separately.) **Note**: Please see to section 2.5.5.2, Student Information Screen and Student Update Links (Defer Attendance), for instructions on updating this field once the Form I-20 has been submitted.
* 24. English Proficiency	Indicate whether your school requires English proficiency. If it does, you must select "yes" or "no" to indicate whether the student is or is not proficient in the English language. If the student is not, enter an explanation in the field provided as to why he or she is being admitted without such proficiency (for example, the school will provide training).

Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page. **Note**: You **do not** need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
Prev (Previous)	Click this button to return to the previous page of the Form I-20. **WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to erase all new entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered and advance to the next page of the Form I-20.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft allows you to review a paper copy of all of the data saved thus far.

2.5.1.3   Complete Page 3 of the Form I-20—Financial Information

Page 3 of the Form I-20 is used to collect financial information for the student. Exhibit 24, Page 3 — Financial Information for Elizabeth Jones, is an example of page 3.

Exhibit 24: Page 3 – Financial Information for Elizabeth Jones

Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 25. Number of Months in Academic Term	The length of the student's academic term, up to 12 months. This information is the basis for determining the student's expenses and funds for a term.
26. Expenses	The student's expenses for one academic term.
* Tuition and Fees	The estimated average cost for tuition for the academic term.
* Living Expenses	The student's estimated total living expenses for one academic term.
Expenses for Dependents	The student's expenses for his or her dependents, if any, during one academic term.
Other Costs	An estimate of the student's miscellaneous expenses, if any, during one academic term.

Field	Description/Explanation
Specify Other Costs	If a figure is given for Other Costs, an explanation must be provided.
27. Funding	**Note**: The total amount in section 27 must be equal to or greater than the total amount in section 26.
* Student's Personal Funds	Personal funds available to the student in one academic term to defray his or her educational expenses.
Funds From this School	The amount of funding, if any, that the school will provide to the student in one academic term to help defray educational expenses.
School Fund Type	If a number is entered in the Funds From this School field, an explanation must be provided.
Funds From Other Sources	The amount of funding, if any, that will be available to the student during one academic term from sources not otherwise specified.
Other Source Type	If a figure is entered in the Funds From Other Sources field, an explanation must be provided.
On-Campus Employment	The amount of funding, if any, the F-1 student will receive from on-campus employment.
28. Remarks	Enter any applicable remarks regarding the student's expenses and funding.

Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page. **Note**: You **do not** need to click this button before advancing to the next page of the Form I-20. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
Prev (Previous)	Click this button to return to the previous page of the Form I-20. **WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page will be lost.
Reset Values	Click this button to erase all new entries on the page that have not been saved.

Next	Click this button to automatically save the data that you have entered and advance to the next page of the Form I-20.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. Printing a draft allows you to review a paper copy of all of the data saved thus far.

2.5.1.4 Complete Page 4 of the Form I-20—Add Dependents

Page 4 of the Form I-20 is used to collect information regarding any dependent spouse or children of a student. This screen will display the data for any dependents already added to the student's record and allow the PDSO or DSO to add additional dependents. By adding dependent information to the student's record, SEVIS will create a separate dependent Form I-20 (F-2 or M-2), and will assign a unique SEVIS ID to each of these dependent records. This form will serve as the dependent's eligibility documentation for visa issuance purposes and for entering the U.S. as a dependent of a student.

To complete page 4, perform the following:

1. Click the **Add Dependent** link below the Family Name column. The system displays a screen containing a summary of the student's data. Exhibit 25, Elizabeth Jones Dependent Screen, is an example of the screen that displays.

Exhibit 25: Elizabeth Jones Dependent Screen

Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Family Name	The surname or last name of the dependent.
2. First Name	The first name of the dependent.
3. Middle Name	The middle name of the dependent.
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	The dependent's date of birth.
* 6. Country of Birth	The name of the country in which the dependent was born.
7. Country of Citizenship	The name of the country in which the dependent maintains citizenship
* 8. Gender	The dependent's sex.
* 9. Relationship	The relationship of the dependent nonimmigrant to the principal nonimmigrant. The only two valid relationships are "spouse" and "child." A dependent child must be younger than 21 years of age.
10. Remarks	If necessary, enter comments regarding the dependent.
	Note: Currently, even if separate comments are entered, it is the principal student comments that actually print on the dependent's Form I-20. Separate dependent remarks printing on the Form is scheduled for a later release of SEVIS.

Note: All other fields on the dependent Form I-20 will reflect the student's information.

Select one of the following buttons:

Add Dependent	Click this button to confirm the addition of this dependent. The system will display a message indicating that the update to include this dependent was successful. The message also includes a reminder to update the student's dependent expenses, if necessary. Click the **Return to Dependent Listing** button to return to the screen that lists all dependents for this principal. The information on the dependent that was added will be displayed.
Reset Values	Click this button to erase all new entries on the page that have not been saved.

| Cancel | Click this button to return to page 4 without adding a dependent. |

After completing the dependent information, or if the student does not have any dependents, select one of the following buttons on page 4:

Prev (Previous)	Click this button to return to the page 3 of the Form I-20. **Note:** SEVIS automatically saves your data when you are on page 4 and select the **Prev** button or log off of the system.
Submit	Click this button to submit the new Form I-20 to the SEVIS database. See Section 2.5.1.5, Submit the Form I-20, for additional information.
Print Draft I-20	Click this button to print a draft copy of the Form I-20. The word "draft" will appear on the top of the form and the bar code will not be printed until the student registers at this school and a school official has updated the student's SEVIS record, accordingly. See Section 2.5.2, Print a Form I-20, for printing instructions.

2.5.1.5   *Submit the Form I-20*

To submit a new student's Form I-20 (creating a record for the student) in SEVIS or update an existing student's record, click the **Submit** button on the last page of the electronic Form I-20. The system will display a message indicating that the submission was successful. This screen also shows the first and last name and SEVIS ID for the student and each dependent. Click the **Print I-20** button to print a copy of the Form I-20 for the student (see Section 2.5.2, Print a Form I-20). Click **OK** to return to the Student Information screen.

2.5.2   Print a Form I-20

You can print a draft or final copy of the Form I-20 when the **Print Draft I-20** or **Print 1-20 Form** button is available. A draft copy of the SEVIS Form I-20 can be identified by the word "draft" printed on the top of the form. The SEVIS ID and barcode will not be printed on the draft form. The draft Form I-20 can be printed prior to submission of the form. The final Form will contain the SEVIS ID and barcode. To print a copy of the Form I-20, perform the following:

1. Click the **Print Draft I-20** or **Print 1-20 Form** button. Another browser window will open and the Form I-20 will be displayed using the Adobe Acrobat® Reader from which a copy of the Form I-20 may be sent to a designated printer.

    Note: During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the Form I-20.

2. When the Form I-20 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the form.

3. Click the print button ⎙ on the Acrobat® Reader toolbar. The Print window will be displayed.

4. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

5. Click **OK** and the Form I-20 will be printed on the designated printer.

6. Click the **Close** button ⊠ on the Acrobat® Reader window to close the window.

2.5.3   How to Retrieve Student Records

SEVIS has several methods for searching for and retrieving saved records. Users may perform a search for a student record or generate a list of students who meet specific criteria, and then select a student's record. Both methods are addressed in the following sections.

2.5.3.1   Search

After logging into SEVIS, the system will display a list of schools associated with your user ID. You can search for a student's record in any of the schools for which you are assigned a role. To search for a student record, perform the following:

1. On the F/M Eligibility Launch Page, click the **Search** link to the right of the name of the school whose records you wish to search. The system displays the search screen as shown in Exhibit 26, Student Search.

Exhibit 26: Student Search

2. Enter your search criteria.

    Note: If you enter a first name or date of birth, the family (last) name is required. Also, the % wildcard character may be used in the First Name field if you are unsure of the exact spelling of a name. For example, searching on all first names beginning with Mar% may result in a list containing Marc, Marcus, Mark, Marie, Mary, Martha, and so on.

3. Click the **Search** button. The system will display the results of the search.

4. Locate the name of the student whose record you wish to view and/or update and click on the link. The system will display the student's record.

2.5.3.2   Student Lists

SEVIS allows you to quickly access lists of student records to view. (The student names on these lists are specific to a school or campus.) From these lists, you may also access student records to process. These lists provide a quick method for school officials to access and update student records.

On the F/M Eligibility Launch Page, click the **Student Lists** link for a school and the system will display a screen containing the following lists that can be generated.

List	Description/Explanation
Student Listing (for the Selected School or Campus)	A comprehensive list of all students for the selected school, regardless of their status.
Saved Students	A list of all student records that have been saved but not submitted. A PDSO or DSO may review and submit the record to SEVIS.
Initial Status Students	A list of all students whose status in SEVIS is Initial. The student's record has been created and saved to the SEVIS database, but the student has not registered at this school.
Active Status Students	A list of all students whose status in SEVIS is Active. The student has registered and enrolled in class. The student is considered to be "in status."
Terminated Status Students	A list of all students whose status in SEVIS is Terminated. The student's participation in SEVIS has been terminated by the INS or a school official; termination implies a change from Active status prior to program completion and for a reason other than Program Completion.
Completed Status Students	A list of all students whose status in SEVIS is Completed. The student has completed his or her course of study and all other program related activities at the school.
Cancelled Status Students	A list of all students who were issued a Form I-20 for initial attendance at the school, but did not register to attend classes, and have no record that they have entered the U.S. to attend this institution. Generally, these are students that were issued a Form I-20, but they chose not to attend this institution.
Active Students with Off-Campus Employment	A list of students whose status in SEVIS is Active. These students are also employed off-campus, or have an off-campus employment application pending. Students will remain on this list from the time that the off-campus employment is requested until the end date of the employment, if approved, or 30 days after the denial, if denied.
Students with Change of Status Requests	A list of students who are requesting change of status or have had a change of status application approved within the last 30 days.

List	Description/Explanation
Active Students with Optional Practical Training (OPT)	A list of active students who are currently participating in OPT, or that have an OPT application pending adjudication. Students will remain on this list from the time that the OPT is requested until the end date of the employment, if approved, or 30 days after the denial, if denied.
Active Students with Curricular Practical Training (CPT)	A list of active students who are currently participating in CPT.
Active Students with an Extension	A list of active students who have received an extension for completion of their course of study and M-1 students that have a pending extension request.
Active Students Authorized to Drop Below Full Course	A list of active students who are currently approved to drop below a full course of study.
Students in Transfer Status	A list of students who are in the process of transferring into or out of a school.

Note: From this list, you can retrieve partially completed records for students transferring into your school from another SEVIS school and then update and submit the transfer Form I-20 based on the student's new program information at your school. |
| Requesting Reinstatement | A list of students who have requested reinstatement at this school, and whose reinstatement requests are pending. (The PDSO or DSO that submitted the reinstatement request will receive e-mail notification of the reinstatement adjudication results.) |

When you click on one of these links, the system displays the appropriate list of students. Click a student link to view the student's Form I-20 information and edit the data, if necessary.

2.5.4   Updating Forms I-20

Once a student record is created in SEVIS, a PDSO or DSO must update the student's record with current information and must report all events required by the current proposed SEVIS regulations. The following sections address how to update student records in SEVIS.

2.5.4.1   Registration

Registration is the process of entering the required data when a student who has been issued a Form I-20 for attendance actually appears at the school to register for and enroll in classes. This SEVIS registration is what activates an initial student's record in the system, meaning that the student record changes from Initial to Active status. Each student that is issued a Form I-20 for either initial or transfer in from a non-SEVIS school must be registered in SEVIS once they

arrive and are enrolled in the program. SEVIS registration should not be performed prior to the student's arrival and program registration at the institution.

Note: In addition to the initial registration action, a PDSO or DSO must update a student's record each term or session to indicate that the student is enrolled for that semester, and to indicate the next term or session start date. This update can be completed each term or session by opening the active student's record and following the update procedures defined below.

Note: Once a student is registered in SEVIS, and his or her status has been changed to Active in the system, that student's record must be maintained and updated to reflect current information about that student throughout his or her program.

To complete the initial registration or update a student's record, perform the following:

1. On the main menu, click the **Student Lists** link to the right of the name of the campus where the student has enrolled. The system displays the Student Lists screen for this campus, as shown in Exhibit 27, Student Lists.

Exhibit 27: Student Lists
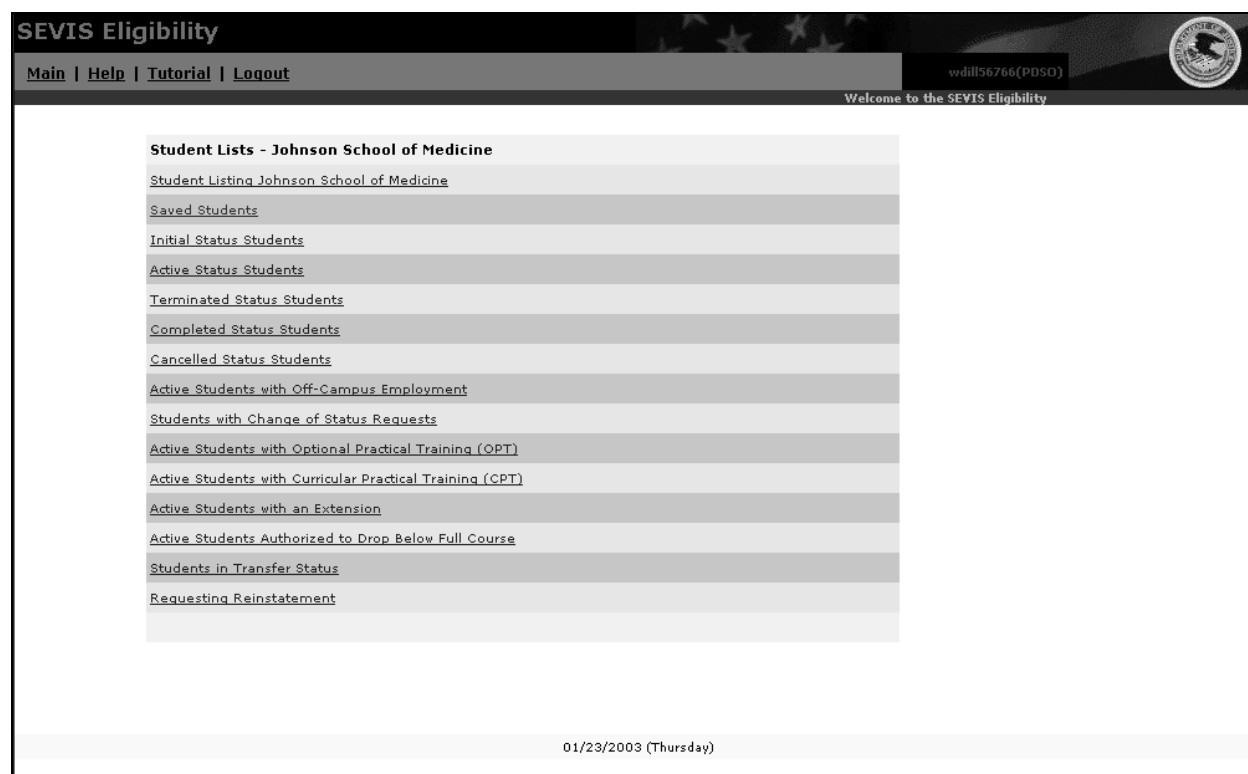
2. Click on the **Initial Status Students** link to view the list of all students whose Form I-20 status is currently Initial. Or, click on the **Active Status Students** link to view the list of all students whose Form I-20 status is currently Active. The system will display the appropriate list of students.

3. Click on the name of the student whose record you wish to update. The system will display the Student Information screen for the selected student.

4. Click the **Registration** link on the left side of the screen. Exhibit 28, Registration, is an example of the screen that displays.

Exhibit 28: Registration

5. Review the data on this page and complete the required fields.

Note: You **must** complete the current session end date and the start date for the next session fields. You must also complete the U.S. Address fields or, if the student is a citizen of

Mexico or Canada and a commuter student, you may click in the Commuter Student box instead of entering a U.S. address. However, if the student has a U.S. address, you may enter it on this screen. You may also update the student's foreign address if necessary.

Note: Fields for which data has already been received via other computer systems will be read-only and may not be edited.

6. Click the **Update Information** button. The system will display a message indicating that the update was successful.

7. Click the **Return to View Record** button to view the student's SEVIS record.

2.5.4.2 Student Information Screen and Student Update Links

The school is responsible for maintaining each active student's record in the system to assure that all the displayed information is current and accurate, and to add information related to changes in the student's benefits such as employment. The Student Information screen provides you with links to many processes specifically related to the student. Exhibit 29, Student Information, is an example of the Student Information screen.

Exhibit 29: Student Information

The links on the left side of the screen provide you with access to the screens that are used to update the student's record. You can update the student's personal data, extend the student's program, transfer the student's SEVIS record, and perform many other procedures. Those links include access to the following processes:

- **Authorize to Drop Below Full Course**—You have the option to perform an 'Authorize to Drop Below Full Course' for any active student in SEVIS. When authorizing the student to drop below a full course of study, SEVIS requires that you choose the reason for this authorization from a drop down menu. SEVIS also monitors the time limitations for such authorization and requires the PDSO or DSO to update the authorization periodically. The school user will know from the alert lists that a student's authorization to drop below needs to be updated. The circumstances under which a student may be authorized to drop below a full course of study are defined in the current regulations as amended by the final SEVIS regulation. See also 'Resume Full Course' later in this section for information on updating the student's record when he or she resumes a full course of study.

- **Cancel Reinstatement**—A PDSO or DSO can cancel a reinstatement request. This option is available only while a reinstatement request is pending. A reinstatement request can be cancelled for a student that decides to leave the U.S. rather than reinstating, wants to transfer to another school where they will then apply for reinstatement, or leave the U.S. and then apply for re-entry with a new Form I-20.

- **Cancel Student**—When a school is informed that a student who was issued a Form I-20 for initial attendance will not be registering to attend that institution, a PDSO or DSO can cancel the student's record. The cancel function should also be used when a school official creates an initial Form I-20 with incorrect information that cannot be corrected, such as the program start and end dates. This action is only available for students in Initial status. This option should be used only when, to the school's knowledge, the student was not planning to attend the school. If the school knows that the student entered the U.S. to attend their school, and the student fails to arrive, a PDSO or DSO should terminate that record, rather than cancelling it.

  Note: INS regulations require that a student's registration at the school be updated in SEVIS within 30 days of the school's registration deadline.

  SEVIS will automatically cancel a student's Form I-20 when a school official does not register the student at least 60 days following the program start date on the Form I-20 and there is no record in the system of the student having entered the U.S. to attend that institution.

- **Cancel Transfer**—The PDSO and DSO at the transfer-out school can cancel a transfer prior to the release date entered on the Transfer Out screen. If the student decides not to transfer, and the release date has already passed, the PDSO or DSO should contact the SEVIS Help Desk (1-800-892-4829) for assistance.

- **Complete Program**—The Complete Program process is used to indicate that a student has graduated or completed his or her course of study. This will change the student's status to Completed. A PDSO or DSO should only perform this update in cases where a student has

completed his or her stay in the U.S. and has departed or will depart in the immediate future. No further action can be taken once this update is made, aside from applying for reinstatement. If a student plans to graduate earlier than expected, the PDSO or DSO should update the program end date (select the **Shorten Program** link on the Student Information screen) rather than changing the student's status to Completed.

Note: If the school official does not actively change the student's status to Completed, SEVIS will automatically change the record of an active student to Completed based on the program end date taken from the student's Form I-20 record. For F students, status will change to Completed 60 days past the Form I-20 program end date or 60 days past the completion of OPT, whichever is later. For M students, status will change to Completed 30 days past the program end date or 30 days past OPT, whichever is later.

- **CPT Employment Authorization**—This function allows a PDSO or DSO to enter the necessary information and indicate authorization for an F-1 student to participate in Curricular Practical Training (CPT). From the CPT screen you can select the **New CPT Employment** link. You will be required to enter all information relevant to the CPT authorization. This information will print on page 3 of the student's Form I-20, and can be printed at the time of the update for the student to use as CPT authorization. When you select the **Edit** link in the Command column, the same screen will be displayed; however, the screen is filled-in with existing data. You can update existing CPT information.

- **Create Form I-20**—This option is available for Transfer In students only. A PDSO or DSO may use this link to create the Form I-20 for F students transferring in from a SEVIS school once the program release date is reached. It is also used to create the Form I-20 for M students as soon as the transfer-out school makes the Transfer Out update.

- **Defer Attendance**—A PDSO or DSO can Defer Attendance for a student prior to a student's initial registration as long as the student has not entered the U.S. to attend your school. The INS regulations do not allow for deferred attendance in cases where the student has already entered through the port of entry (POE). To defer attendance, you must update the student's program-start date and, if appropriate, the program end date.

- **Dependents**—You have the option to add a new dependent, edit an existing dependent record, or terminate/reactivate dependents. If a student record is terminated or completed, the associated dependent record(s) are automatically terminated. However, when a dependent terminates his or her status independent of the principal, the dependent record itself can be terminated. See Section 2.5.1.4, Complete Page 4 of the Form I-20—Add Dependents, for additional information regarding adding dependents.
    - **Update Dependent**—On the Student Information screen, click the **Dependents** link to view the Dependents screen for a specific student. Click the **Update** link in the Commands column to view the existing data and make changes to the record. Make the necessary changes and click the **Update Dependent** button to complete the process.
    - **Delete Dependent**—This option is only available prior to the submission of the student's Form I-20. After adding a dependent, the **Delete** link will display in the Commands column on the Dependents screen. Click the **Delete** link, and then click the **Delete** button on the Dependent Information screen to complete the process.

– **Reactivate Dependent**—This option can be used only where a dependent was terminated independently of the student and this dependent now wishes to apply for re-entry into the U.S. The **Reactivate** link will display in the Commands column on the Dependents screen. Click the link, and then click the **Reactivate** button on the Reactivate Dependent screen to complete the process.

- **Disciplinary Action**—The Disciplinary Action option is available for students in an Active status and is used to indicate that disciplinary action was taken against the student due to the student being convicted of a crime. On the Disciplinary Action screen, you must click to place a check mark in "The Student has had Disciplinary Action taken…" box and enter an explanation in the text box. This update will not affect the student's status.

- **Extend Program**—The Extend Program screen allows a PDSO or DSO to change a student's program end date to reflect that additional time is needed to complete the course due to medical or academic circumstances. An explanation of the medical or academic circumstances that necessitate the extension must be provided. For F-1 students this update does not require INS adjudication. However, for M-1 students, an extension request must be adjudicated by an INS Service Center. Once the M-1 extension request is made in SEVIS, the Form I-20 indicating this request should be printed and sent to the INS Service Center along with the other necessary documentation and forms.

  For an M-1 extension request, once the update is made, the extension will appear as a pending request on both the student list and the individual Student Information screen. Once the adjudication result is received from CLAIMS, the result will also be displayed on the Student Information screen and the "Active Students with an Extension" list. The result that is displayed on the "Active Students with an Extension" list, will be displayed on the list for 30 days after the INS Service Center decision date.

- **Financial Information**—The Financial Information screen is available to the PDSO and DSO while the student is in Initial or Active status. The student's financial information may be edited using this screen.

- **Off-Campus Employment**—On the Off-Campus Employment screen, you can update an Active student's record to indicate that off-campus employment has been requested. Off-campus employment can be requested for F-1 students for three reasons under the terms of the INS regulations: Economic Hardship, Special Student Relief, and Work with an International Organization. The PDSO or DSO must enter the off-campus employment information, print the Form I-20, and mail it to the INS Service Center for adjudication.

  In SEVIS, the off-campus employment request for an F-1 student will be displayed as Pending on the Student Information screen and on the list of "Active Students with Off-Campus Employment." Once the adjudication result is received from CLAIMS, the result will be displayed in the same manner. The result will display on the "Active Students with Off-Campus Employment" list until the employment end date received and updated from CLAIMS.

- **OPT Request**—The Student Information screen provides you with the Optional Practical Training (OPT) Request option. Selecting this option allows you to view or add OPT employment requests. OPT is adjudicated by the INS Service Center. The PDSO or DSO

enters the OPT information, prints the Form I-20 and sends it to the INS Service Center with other necessary documentation for adjudication. Once OPT employment is requested in SEVIS, the student's request status is set to Pending.

In SEVIS, the OPT employment request for an F-1 or M-1 student will be displayed as Pending on the Student Information screen and on the list of "Active Students with Optional Practical Training (OPT)." Once the adjudication result is received from CLAIMS, the result will be displayed in the same manner. If the OPT request is approved, this result will be displayed until the authorized employment end date.

Note: See Attachment A (Instructions for SEVIS Interim Procedures: Creating Records for Students that Have Applied and/or Been Approved for OPT Prior to SEVIS), for instructions on creating records for students with currently authorized or currently pending OPT requests.

- **Personal Information**—The Personal Information screen is available to the PDSO and DSO while the student is in Initial or Active status. The student's personal information may be edited using this screen. The following fields may be updated on the Update Personal Information screen:
  - Family Name
  - First Name
  - Middle Name
  - Suffix
  - Date of Birth
  - Country of Birth
  - Country of Citizenship
  - Foreign Address
  - U.S. Address
  - Gender
  - Driver's License Number (optional)
  - Driver's License Issue State (optional)
  - Social Security Number (optional)
  - Individual Taxpayer ID Number (optional)
  - Admission Number (optional)
  - Remarks

- **Program Information**—The Program Information screen is available to the PDSO and DSO while the student is in Initial or Active status. The Program Information for a student may be edited using this screen. The following guidelines apply to updating the student's program information:
  - The program start date **cannot** be updated except as specified in the "Defer Attendance" instructions.
  - The program end date cannot be updated using this function. Use the **Extend** or **Shorten Program** link on the Student Information screen to change a student's program end date.
  - The following fields may be updated for F-1 students: Educational Level, Primary Major, Secondary Major, Minor, Normal Length of Study, and English Proficiency.
  - The following fields may be updated for M-1 students: Normal Length of Study, and English Proficiency.

– M-1 students **cannot** change educational levels. You will not be able to update the fields pertaining to their major area of study.

- **Registration**—Each student that is issued a Form I-20 for either initial attendance or transfer-in from a non-SEVIS school must be "registered" in SEVIS once they arrive and are enrolled in the program. SEVIS registration should not be performed prior to the student's arrival and program registration at the institution.

  When registering a student that is in Initial status, SEVIS will update the student's status to Active. All fields marked with an asterisk (*) must be completed in order for the student's status to change to Active. Refer to Section 2.5.4.1, Registration, for instructions on completing the registration process. The following guidelines apply to student registration:

  – If the student being registered is an F-1 student currently transferring into the school, the transfer will be marked Complete.
  – If the student being registered is an M-1 student transferring into the school, you may register the student. However, the transfer will not be marked as Complete until the adjudication result from the INS Service Center is received. If the transfer request has not yet been approved at the time that the M-1 student is registering, you may register the student. However, if the student registers prior to receipt of the adjudication result, and the final result is "denied," the student's record will be terminated. If the adjudication result is approved, the student's SEVIS record is marked "transfer complete."
  – Once the student is initially registered at the school, and is in Active status, a PDSO or DSO must update the student's record each term or session to indicate that the active student is still enrolled at the school. The next session dates are entered in the student's record for each term or session at the time of this update. A student whose record has not been updated to reflect this per term registration will appear on an alert list.

    Note: Each student must be registered in SEVIS in order to be changed from Initial to Active status. SEVIS will cancel the record (record with Initial status will change to Cancelled) if no registration event occurs once the program start date has passed. For students in Active status, if no registration update is made within the required time frame each semester, the student's record will be terminated. Active students whose session dates need to be updated will appear in the alert list entitled "Active Students Requiring Registration Update."

- **Request Reinstatement**—The PDSO or DSO can request reinstatement for a student whose current status is Completed or Terminated. After completing the reinstatement screens and printing the updated Form I-20, send it and other appropriate forms to the INS District Office. The DO will adjudicate the reinstatement request through SEVIS. The PDSO and the DSO that submitted the reinstatement request will be notified of the DO decision via e-mail. The student will be notified by mail.

  Note: If the student is being reinstated into a program that has future start dates, the student record will be placed in Initial status upon DO approval of the reinstatement, and a PDSO or DSO will have to register the student at a later date. If the student is being reinstated into a program as a continuing student (meaning that the student's program start date is in the past) the student record will be placed into Active status upon DO approval of the reinstatement.

Such a student will not have to be initially registered, but will need their session registration dates updated.

- **Resume Full Course**—Once a student has been authorized to drop below a full course of study, a PDSO or DSO can indicate that the student has resumed his or her normal course load. To indicate that a student has resumed a full course of study, select **Student Lists** from the Commands menu. A list of links based on student statuses will be displayed and you can select the **Active Students Authorized to Drop Below** link. Next, select the student you wish to authorize to resume a full course of study. That student's record will be displayed and you will have the option to 'Resume Full Course' for that student.

- **Shorten Program**—The Shorten Program option is available when students are currently in Active status. The PDSO or DSO can update a student's program end date to reflect an early program end date. **Note**: For M-1 students, if you shorten the student's program by mistake, you will be required to request an extension to correct the error. The extension request will require adjudication by the INS.

- **Terminate Dependent**—If a student record is terminated or completed, the associated dependent records are automatically terminated. However, if a dependent terminates his or her status independently of the principal, the dependent record itself can be terminated. This option is available after selecting the Edit **Dependents** link on the Student Information screen. Relevant data for both the dependent and principal will be displayed. A termination reason must be selected; or if it is "Other," an explanation must be entered.

- **Terminate Student**—The Terminate Student option is available when students are currently in Active or Initial status. For Active status students, the PDSO or DSO must terminate the student when the school official knows that the student has violated the terms of his or her status, or when the student terminates his or her program prior to completion under some other authorized circumstances. For Initial status students, a school official is required to terminate the student if the official knows that the student has entered the U.S. to attend this school and the student failed to register within 30 days of the school's registration deadline. This is done by terminating the Initial status record for a reason of "no show."

  When terminating an active student record, one of the following termination reasons may be selected from a drop-down list:
  - Absent from Country for 5 Months
  - Authorized Early Withdrawal
  - Change of Nonimmigrant Classification
  - Change of Nonimmigrant Classification Denied
  - Change of Status Approved
  - Change of Status Denied
  - Change of Status Withdrawn
  - Costs Exceed Resources
  - Death
  - Denied Transfer (M-1 only)
  - Expulsion
  - Extension Denied (M-1 only)

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–   Failure to Enroll
–   No Show – Manual Termination
–   Otherwise Failing to Maintain Status (Enter an explanation in the text box provided.)
–   Suspension
–   Transfer Student No Show
–   Transfer Withdrawn
–   Unauthorized Drop Below Full Course of Study
–   Unauthorized Drop Below Full Course Time Exceeded
–   Unauthorized Employment
–   Unauthorized Withdrawal
–   Violation of Change of Status Requirements

• **Transfer in**—The transfer release date, entered by the "transfer-out" school, is the date on which a student's SEVIS record transfer will take effect.

For F-1 students, once the transfer release date entered by the transfer-out school has been reached, the student's record will be transferred to the transfer-in school so that the school can complete the transfer Form I-20 and then register and enroll the student. A PDSO or DSO at the transferring-in school will see the student's name on the "Students in Transfer Status" list as soon as the transfer-out school makes the transfer update. (The record will not be available for update by the transfer-in school until the release date.) From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school. The system automatically fills in the Transfer-in Form I-20 with the following information from the prior school:

–   Family Name
–   First Name
–   Date of Birth
–   Gender
–   Country of Birth
–   Country of Citizenship

The remaining fields on the Transfer-in Form I-20 must be completed by the transfer-in school to reflect the financial and program information relevant to the student's new program. When printed, this Form I-20 will indicate that the student is in Initial status and is transferring to your school. The transfer is completed, and "Transfer" no longer appears on the F-1 student's Form I-20, once you register the student at your school.

For M-1 students, once the transfer-out school updates the student's record to indicate that a transfer out will occur and has identified the transfer-in school, a PDSO or DSO at the transferring-in school will see the student's name on the "Students in Transfer Status" list. From this list, the PDSO or DSO can select that student and create the initial Form I-20 for the student to attend the new school. In this instance, the transfer Form I-20 created by the transferring-in school will have to be printed, signed, and sent to the INS Service Center with other supporting documentation.

In SEVIS, the transfer-in request for an M-1 student will be displayed as Pending on the Student Information screen and on the "Students in Transfer Status" list. Once the adjudication result is received from CLAIMS, the result will be displayed on the Student

Information screen and the "Students in Transfer Status" list. The result is displayed on the "Students in Transfer Status" list for 30 days after the INS Service Center decision date. **Note**: An M-1 student can be registered at the Transfer-in school prior to INS adjudication of the transfer request.

- **Transfer Out**—The Transfer Out option is available to the PDSO and DSO while the student is in Active status and does not currently have a transfer pending. A student with a Pending Reinstatement status cannot be transferred. However, a student that is in Terminated or Completed status and wishes to apply for reinstatement to attend another school may also be transferred out.

  You must identify a date (release date) on which the student record will transfer to the other school, and the name of the school. In the case of an F-1 student, the transfer-in school cannot complete the Form I-20 until after the student's release date. It is important, therefore, that the release date accurately reflect the date that the student completes work at the transfer-out school, giving the transfer-in school sufficient time to create the new Form I-20 and transfer the student in for the start of the new program.

  The following guidelines also apply to the Transfer Out process:

  - If the student is transferring to a SEVIS school, the name of this school must be chosen from the drop-down list.
  - If the student is transferring to a non-SEVIS school, you must enter the name of the school in the "If Non-SEVIS School" text box.
  - The transfer Form I-20 for an F-1 student cannot be created at the transfer-in school until the Transfer Release Date entered on the Transfer Out screen has been reached.
  - For M-1 transfers, once the school official at the transfer-out school updates the student's record to indicate that a transfer will take place, a PDSO or DSO at the transferring-to school will see the student's name on the "Students in Transfer Status" list. From this list, the PDSO or DSO can select the student and create the initial Form I-20 for the M-1 student to attend the new school.
  - The M-1 transfer Form I-20 can be created and printed before the Transfer Release Date to allow the M-1 to file an application for transfer with the INS Service Center.

  Note: If you have questions about when to set the student's release date, or concerns about when you will be able to access a record from another school (either transfer in or transfer out), contact the PDSO at the other school. You may discuss the timing of the student's transfer to assure that the release date accommodates the transfer out and transfer in program end and start dates.

2.5.4.3   Reprint a Form I-20

You can reprint a copy of the Form I-20 for the following reasons: travel, lost, stolen, or damaged.

Note: If the student already has a Form I-20 that can be signed for additional travel authorization, the Form does NOT need to be reprinted for travel. This reprint reason is valid only when the student has a Form I-20 that no longer has current travel authorization, and no additional travel authorization signature lines are available.

To reprint a the Form I-20, perform the following:

1. Click the **Re-Print I-20** button. The system displays the Reprint I-20 screen where you must select a reason of reprinting the form.

2. Select a reprint reason (that is, travel, lost, stolen, or damaged).

3. If you wish, enter comments in the Remarks field.

4. Click the **Next** button. The system displays another screen indicating that the reprint reason has been recorded, or saved with the student's record.

5. Click the **Reprint I-20** button. Another browser window opens and the Form I-20 is displayed using the Adobe Acrobat® Reader from which a copy of the Form I-20 may be sent to a designated printer.

   Note: During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the Form I-20.

6. When the Form I-20 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the form.

7. Click the print button on the Acrobat® Reader toolbar. The Print window is displayed.

8. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

9. Click **OK** and the Form I-20 will be printed on the designated printer.

10. Click the **Close** button on the Acrobat® Reader window to close the window.

2.5.5 Alerts

When logging into the system as the PDSO or DSO, you are provided with a listing of schools or campuses for which you have been identified as an acting official. An asterisk next to the Alerts link for a school (that is, *Alerts) indicates that an alert exists for the school. Alerts are status reminders or notices that action should be taken. In most cases, these alerts are indicators that, according to the information currently in the system, the student's status will change (in many cases from Active to Terminated or Completed) if some action or update is not taken by a school official within a certain number of days. If no action is taken, the system will automatically take action. For example, if a school official does not submit a student's draft Form I-20 within 15 days of the last update to the record, it will be deleted.

To access the list of alerts for a school, click the **Alerts** link to the right of the name of the school. SEVIS displays a complete list of alerts that are available for that school. Exhibit 30, Alerts for the Johnson School of Medicine is an example of the screen that is displayed.

Exhibit 30: Alerts for the Johnson School of Medicine

To view a list of students, click on a link and SEVIS will display the selected list.

Below is a list containing the title and description and/or action to be taken for each type of alert:

Alert Title	Description/Action to Be Taken
Active Students Requiring Registration	Student records that are in Active status and the next session start date is in the past. If this session information is not updated, the system will automatically terminate the student records for failure to enroll. Therefore, it is very important that each student's registration information be updated each term or session.

The current session end date and next session start date, and any information that has changed since the last update, can be updated by choosing the "Registration" link from the Student Information screen for a student on this alert list. |
| Active Students Requiring Status Verification | Student records that are in Active status that have not been updated within the previous 6 months. |

Alert Title	Description/Action to Be Taken
	These student records will remain in this alert list until an update is made to the record, the student changes status, or the PDSO or DSO verifies the student's status using the **Verify Status** link on the Student Information screen.
Dependent Children Nearing 21st Birthday	Dependent records in an Active status where the relationship is "child" and the current date is prior to and within 90 days of the dependent's 21st birthday. On the day following the child's 21st birthday, the system will change the dependent's status to Terminated because the child is no longer eligible for dependent status. Prior to this date, a PDSO or DSO can inform the student and/or assist the dependent in applying for a change of status if needed.
Service Center Adjudication Results	This alert list in SEVIS is updated daily with all requests and adjudication results received from the Computer-Linked Application Information Management System (CLAIMS). This alert list will include results for OPT, Off-Campus Employment, M-1 Transfer, M-1 Extension, and Change of Status requests that you have updated and submitted through SEVIS. The results will be displayed on the list for 30 days after the INS Service Center decision date.
Students Authorized to Drop Below Full Course of Study Requiring Update	Student records in Active status that are at least within 30 days of the authorization end date and have no date indicating resumption of full course. If a student's record is not updated to indicate that he or she has resumed a full course of study, or that the authorization to drop below a full course has been extended, the system will terminate the record. SEVIS automatically terminates students whose names remain on the list for 60 days after the next session start date, or 60 days after the limit on the authorization to drop below a full-course of study.
Students in Initial Status with Port of Entry Records	This is an alert list for students in Initial status, and they have entered through an INS port of entry to attend your institution. A PDSO or DSO must be sure to either register the student or terminate the Initial status record for failure to register (No Show). INS regulations require that this update be made within 30 days of your

Alert Title	Description/Action to Be Taken
	school's registration deadline. If this update is not made, the system will automatically terminate this record with the reason of "No Show."
Students Nearing Employment Authorization End Date	Student records in an Active status with current, authorized employment or practical training that is scheduled to end within 30 days. The termination of the employment authorization will not affect the student's status except in the case of a student participating in post-completion OPT. In the latter case, the student's status will change to Completed 60 days after the employment end date for F students and 30 days after the end date for M students.
Student's Whose Total Costs Exceed Total Resources	Student records in an Active status where the student's expenses exceed his or her resources. This is a violation of the student's status. If the situation is not corrected, and the student's financial information is not updated within 90 days, the system will terminate this student's record.
Students Within 45 Days of Program End Date	Student records in an Active status when the current date is prior to and within 45 days of the program end date. The status of a student on this list will change to Completed 60 days after this program end date for F students and 30 days after this program end date for M students, unless the student is authorized for post-completion OPT. **Note**: A PDSO or DSO can update a student's program end date to reflect early completion or an extension by updating the student's program information. **Note**: Post-completion OPT **must** be requested in the system prior to the program end date.
Students Nearing 5 Month Presumptive Ineligibility	Student records in Terminated status that are at least 90 days, but less than 150 days, beyond the termination date. The student will be able to reapply for reinstatement at any point, but after 150 days, there are additional evidentiary requirements since the student must then overcome "presumed ineligibility" and explain why the reinstatement request was not filed in a more timely manner.
Transfer-In Students Not	Students that were supposed to have transferred to the

Alert Title	Description/Action to Be Taken
Registered by Program Start Date	school and begun a program, but have not yet registered and have a program start date that has passed. These student records must be registered in the system, or terminated with the reason of "No Show." If no action is taken, the system will automatically terminate these records.
Unsubmitted Student Eligibility Records—Over 15 Days Old	Student records in the Draft status and the current date is 15 days or more past the date of last update. These records must be completed, reviewed by a PDSO or DSO and submitted to the system, or deleted.

2.5.6   Reports

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. Please note that the types of reports currently available are subject to change as the result of enhancements to the reporting capabilities of the system.

The next two sections contain the instructions for printing reports using either the Internet Explorer or Netscape browsers.

2.5.6.1   *Printing Reports Using the Internet Explorer Browser*

To access the Reports module, perform the following:

1. Click **Reports** on the navigation bar. The Reports Page displays. Exhibit 31, DSO Reports Page is an example of the screen that displays.

Exhibit 31: DSO Reports Page

2. Select the format for the report. The **HTML** option will print a nicely formatted report. The **Text** option will generate a report in a format that can be copied and pasted into another application and formatted the way that you wish.

3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.

4. Click the **Submit** button. The next screen that displays enables you to enter your report criteria.

5. Make the necessary selections on the Report Criteria screen.

6. Click the **Submit** button to generate and view the report. Another browser window opens and the report is displayed. Using the browser functionality, you may send the report to a designated printer.

7. For best results when printing, it is recommended that you make the following changes to the print settings for Internet Explorer:

a. Click on the File menu on the Internet Explorer toolbar.
b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 32, Internet Explorer Page Setup Window.

Exhibit 32: Internet Explorer Page Setup Window

c. If necessary, delete all data that displays in the Header field.
d. If necessary, delete all data that displays in the Footer field.
e. Click the Landscape button in the Orientation section.
f. Set the top and bottom margins to 0.25".
g. Click the **OK** button.

8. Select Print from the File menu. The Print window is displayed.

9. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

10. Click **OK** and the report will be printed on the designated printer.

11. Click the **Close button** ☒ on the browser title bar to close the window and return to SEVIS.

2.5.6.2   *Printing Reports Using the Netscape Browser*

To access the Reports module, perform the following:

1. Click **Reports** on the navigation bar. The Reports Page displays. An example of the reports page is shown in Exhibit 33, DSO Reports Page.

Exhibit 33: DSO Reports Page

2. Select the format for the report. The **HTML** option will print a nicely formatted report. The **Text** option will generate a report in a format that can be copied and pasted into another application and formatted the way that you wish.

3. Review the list of reports and make a selection by clicking the radio button to the left of the appropriate report.

4. Click the **Submit** button. The next screen that displays enables you to enter your report criteria.

5. Make the necessary selections on the Report Criteria screen.

6. Click the **Submit** button to generate and view the report. Another browser window opens and the report is displayed. Using the browser functionality, you may send the report to a designated printer.

7. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

    a. Click on the File menu on the Netscape toolbar.
    b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 34, Netscape Page Setup.

Exhibit 34: Netscape Page Setup
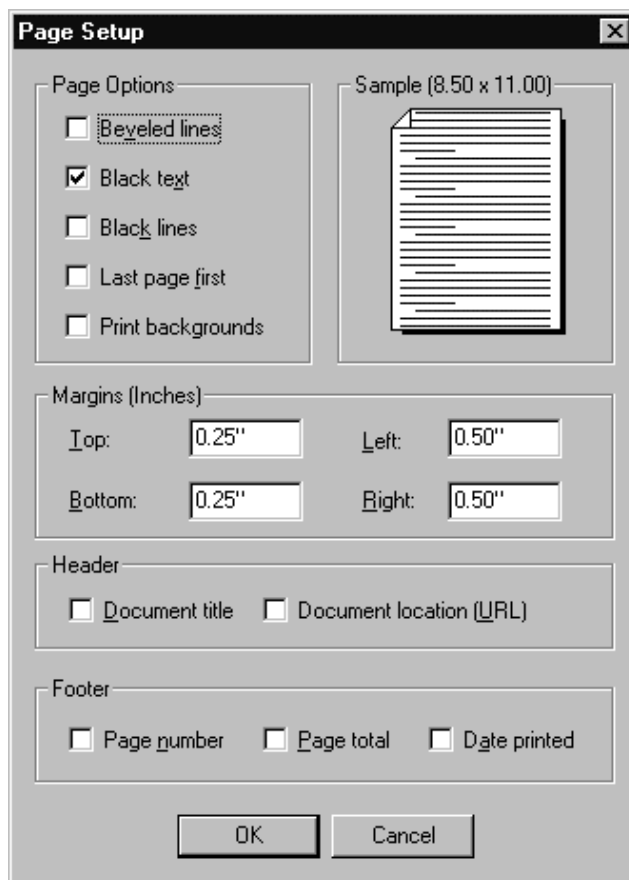
c. Set the top and bottom margins to "0.25."
d. If necessary, click to remove the check mark next to all options in the Header section.
e. If necessary, click to remove the check mark next to all options in the Footer section.
f. Click the **OK** button.

8. Select Print from the File menu or click the print button [printer icon] on the browser toolbar. The Print window is displayed.

9. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

10. Click the Properties button and select the Paper tab.

11. In the Orientation section, click the Landscape radio button.

12. Click **OK** to accept the Landscape setting.

13. Click **OK** on the Print window and the report will be printed on the designated printer.

14. Click the **Close button** [X] on the browser title bar to close the window and return to SEVIS.

2.6   Register to Use SEVIS Batch Interface

The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and schools and using the Internet. This exchange requires the registration of a digital certificate in SEVIS.

The PDSO for a school must register the digital certificate for his or her school. Schools that include multiple campuses must register the digital certificate for each campus.

Note: Prior to registering the digital certificate for use with SEVIS, download the certificate files with the "**.cer**" and "**.pem**" extensions to a secure location. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, a PDSO will perform the following:

1. Access SEVIS and click on the name of the school that you wish to register. The SEVIS School Detail screen will display.

2. Select the **Register for Batch Processing** link and the system will display the Acceptance of Batch Interface Security Requirements screen.

3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system will display the Batch Process Registration screen.

4. Select the path name of the school's digital certificate. Click the **Browse** button and locate the files with the "**.cer**" and "**.pem**" extensions.

5. Highlight the file name and click the **Open** button. The Upload Certificate screen will display with the path name shown in the text box.

6. Click the **Upload Certificate** button.

If the certificate and the PDSO's credentials are confirmed by SEVIS, a confirmation screen will display. However, if the system cannot validate the certificate and credentials, an error message will display. Remember, only digital certificates issued by VeriSign® are valid for use with SEVIS.

Note: The SEVIS web site contains additional information regarding the SEVIS Batch Interface process.

3. OPERATING INSTRUCTIONS

3.1   Initiate Operation

You will access SEVIS via the INS Intranet using Microsoft Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.

When you access SEVIS, the Log in Page displays. To log into SEVIS, perform the following:

1. Enter your user ID in the User Name field.

2. Enter your password in the Password field.

3. Press Enter or click the **Login** button. The system will display a security message.

4. Click **Yes** and the SEVIS main menu will display.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log on again to use SEVIS.

3.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the Close button ✖ on the browser title bar.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the log-in procedures.

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, "Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829."

You will be redirected to the login page in 10 seconds. When returned to the login page, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8:00 a.m. and 8:00 p.m. Eastern Time, Monday through Friday. Calls made at other times will be recorded for a response on the next business day.

APPENDIX A—Acronyms and Abbreviations

The following terms are used in this document.

ACRONYM	DEFINITION
ASO	Alternate School Official **Note**: The proposed ASO user role, that was included in the original SEVIS application, was eliminated by the final INS regulations. Therefore, all active approved ASOs were transitioned to DSOs on January 30, 2003. Any DSO that is not a U.S. citizen or LPR will be deactivated from SEVIS as of March 1, 2003.
CLAIMS	Computer-Linked Application Information Management System
CPT	Curricular Practical Training
DO	INS District Officer/District Office
DOS	Department of State
DSO	Designated School Official
EAD	Employment Authorization Document
EV	Exchange Visitor
FR	Federal Register
INS	Immigration and Naturalization Service
LPR	Lawful Permanent Resident
OPT	Optional Practical Training
PDSO	Principal Designated School Official
POE	Port of Entry
SEVIS	Student and Exchange Visitor Information System
U.S.	United States

ATTACHMENT A—Instructions for SEVIS Interim Procedures: Creating Records for Students That Have Applied and/or Been Approved for OPT Prior to SEVIS

INSTRUCTIONS FOR SEVIS INTERIM PROCEDURES

CREATING RECORDS
FOR STUDENTS THAT HAVE APPLIED AND/OR BEEN APPROVED FOR OPT PRIOR TO SEVIS

[Applications Sent With NON-SEVIS Forms I-20]

> **Note:** The following interim procedures apply to creation of records for continuing students with Optional Practical Training (OPT) only. These procedures are effective until August 1st, 2003. After this date, all continuing students should have been entered into SEVIS and these instructions will no longer be relevant.

F-1 OPT Authorized for Period Prior to Program Completion

The following instructions apply to F-1 students with current OPT (pending or approved) that is DURING their course of study. [Identified by an OPT end date that is prior to or coincides with their program end date.]

- When creating a "Continued Attendance" record for such a student, DO NOT enter this OPT as an employment update.

- The student's record should still be entered into SEVIS. However, this record should NOT include any OPT that was approved and/or applied for on a non-SEVIS Form I-20. If this OPT information is included with this record, this record will always appear as pending, which will create further problems for the student, especially if he or she applies for OPT again at a later date.

- The student's Employment Authorization Document (EAD) and the non-SEVIS Form I-20 approved for OPT will suffice as evidence of his or her employment authorization as long as the OPT is within the student's program dates.

To create a SEVIS record for an F-1 student whose OPT was authorized for a period prior to his or her program completion, perform the following:

1. On the first page of the SEVIS Form I-20, section 9, select **Continued Attendance** as the issuance reason for the student.

2. Complete and submit the record. On the message indicating that the record has been submitted, click the **OK** button. The system will display the Student Information screen. The record is currently in the "active" status.

3. Click the **Registration** link on the left side of the screen.

4. Enter the following remarks in field 14, Remarks:

    "This student [is authorized for/has applied for] optional practical training from [date] to [date]. The OPT application was filed prior to SEVIS entry, and is therefore not reflected in the system."

Note: These remarks can be updated by the school if the status of the OPT authorization changes (for example, the application is approved or the authorized period ends).

5. Click the Update Information button.

   Note: If a school official has already created the continuing student record, and has added OPT that was already approved or that was applied for with a non-SEVIS Form I-20, please contact the SEVIS Help Desk (1-800-892-4829).

F-1 Post-Completion OPT [Following Course of Study]

The following instructions apply only to those students that need to be entered into SEVIS as continuing students, and they are already in an approved period of post-completion OPT. [OPT for which the start and end dates are after the program end date on the student's Form I-20.]

1. On the first page of the SEVIS Form I-20, section 9, select **Other** as the issuance reason for the student.

2. In the "Other Reason" text box, type, "Post-Completion OPT."

3. When finished entering data on this page, click the **Next** button to advance to page 2 of the online Form.

4. In field 21, Normal Length of Study, enter the authorized period of post-completion practical training.

5. In field 22, Program Start Date, enter the start date of the OPT as listed on the EAD. **DO NOT** enter the student's original academic program start date.

   Note: Choosing **Other** as the issuance reason will allow you to enter a program start date in the past.

6. In field 23, Program End Date, enter the end date of the OPT as specified on the student's EAD.

7. When finished entering data on this page, click the **Next** button.

8. Continue to complete the student record. On page 4, click the **Submit** button to save the record to SEVIS.

   Note: The student's record will be placed into the "initial" status. You must register the student to change the status to "active."

9. On the message indicating that the record has been submitted, click the **OK** button.

10. On the Student Information screen, click the **Registration** link on the left side of the screen to advance to the Registration screen.

11. Enter both the **current session end date** (field 1) and the **next session start date** (field 2) as the student's OPT end date, indicating that the student is in his or her final session as an active student. (**Note**: This will assure that you do not have to

enter registration dates on multiple occasions during the student's authorized period of training.)

12. Enter the following standard text in the Remarks field at the bottom of the page (field 14):

"This record was created for a student engaged in post-completion optional practical training that was authorized prior to SEVIS entry. The program start and end dates displayed are the start and end dates of the authorized training."

Note: A school official should enter the standard text above as part of the registration update, rather than when first creating the record. Remarks that are entered when the record is created in "initial" status will be deleted once the student is registered.

Note: If the OPT start date (and thus the program's start date on this Form I-20) is a past-date, the school should register this student as soon as the "initial" record is created.

13. Click the **Update Information** button. The student's record will now be in the "active" status.

Note: When the instructions above are followed, the F student status will change from "active" to "completed" 60 days following the OPT end date.

Note: If a school official has already entered the student in a different manner, or is unsure about how to apply this process to the case they are presenting, please contact the SEVIS Help Desk (1-800-892-4829).

M-1 Post-Completion OPT [Following Course of Study]

The following instructions apply only to M-1 students that need to be entered into SEVIS and that are already in an approved period of post-completion OPT. [OPT for which the start and end dates are after the student's Form I-20 program end date.]

To create a SEVIS record for an M-1 student with post-completion OPT, Perform the following:

1. On the first page of the SEVIS Form I-20, section 9, select **Other** as the issuance reason for the student.

2. In the "Other Reason" text box, type, "Post-Completion OPT."

3. When finished entering data on this page, click the **Next** button to advance to page 2 of the online Form.

4. In field 21, Normal Length of Study, enter the authorized period of post-completion practical training.

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5. In field 22, Program Start Date, enter the start date of the OPT as listed on the EAD. DO NOT enter the student's original academic program start date.

   Note: Choosing **Other** as the issuance reason will allow you to enter a program start date in the past.

6. In field 23, Program End Date, enter the end date of the OPT as specified on the student's EAD.

7. When finished entering data on this page, click the **Next** button.

8. Continue to complete the student record. On page 4, click the **Submit** button to save the record to SEVIS.

   Note: The student's record will be placed into the "initial" status. You must register the student to change the status to "active."

9. On the message indicating that the record has been submitted, click the **OK** button.

10. On the Student Information screen, click the **Registration** link on the left side of the screen to advance to the Registration screen.

11. Both the **current session end date** (field 1) and the **next session start date** (field 2) should be the same date as the student's OPT end date, indicating that the student is in his or her final session as an active student. (**Note**: This will assure that you do not have to enter registration dates on multiple occasions during the student's authorized period of training.)

12. Enter the following standard text in the Remarks field at the bottom of the page (field 14):
    > *"This record was created for a student engaged in post-completion optional practical training that was authorized prior to SEVIS entry. The program start and end dates displayed are the start and end dates of the authorized training."*

    Note: A school official should enter the standard text above as part of the registration update, rather than when first creating the record. Remarks that are entered when the record is created in "initial" status will be deleted once the student is registered.

    Note: If the OPT start date (and thus the program's start date on this Form I-20) is a past-date, the school should register this student as soon as the "initial" record is created.

13. Click the **Update Information** button. The student's record will now be in the "active" status.

Note: When the instructions above are followed, the M student status will change from "active" to "completed" 30 days following the OPT end date.

INSTRUCTIONS FOR SEVIS INTERIM PROCEDURES

Note: If a school official has already entered the student in a different manner, or is unsure about how to apply this process to the case they are presenting, please contact the SEVIS Help Desk (1-800-892-4829).